

MEDFIELD HOUSING AUTHORITY  
30 POUND STREET  
MEDFIELD, MA 02052  
508-359-6454

Regular Monthly Meeting, 6:30pm  
Community Room



November 12th, 2024

The meeting of the Medfield Board of Directors came to order November 12th, 2024 at 6:30pm in the community room of the Medfield Housing Authority.

Roll Call:

Absent:

Chairman Brent Nelson  
Commissioner Rob Canavan  
Commissioner Paul Hinkley  
Commissioner Stacy Yakel  
Commissioner Kathy McDonald

Also Present: Executive Director Candace Avery, Medfield Tenants, Chris McCue-Potts (Recording Meeting).

Minutes:

Motion to approve the minutes of the October 2024 meeting as presented by Rob Canavan

Second by Paul Hinkley

Vote approved Unanimously 5-0

Approval of the Payables:

Motion to approve the payables from October - November 2024 in the amount of \$42,290.95 by Rob Canavan

Second by Kathy McDonald

Voted Unanimously 5-0

Executive Director's Report:

All vacancies are fully leased.

**Work Orders:** Being done in real time along with snow preparation. Residents are reminded to be cautious during storms and to wait to clear off their cars until the storm is over and walkways/parking lot cleared by maintenance. Maintenance is researching prices for a sander for the truck (which will be installed on the back of the truck). Once the prices are received ED will discuss with the MHA accountant to confirm it is financially feasible and will then bring it to the board for the final review and approval.

**Accountant Reports:** Reserves look good and are at 35.3%. This percentage will continue to go up. ED has processed the administrative fees for project oversight which will be roughly around \$20,000.00, and this will help to bolster the reserves. There was some loss due to the health insurance quarterlies but the MHA will recover and the loss will even out throughout the year.

**Top 5 form:** included with the accountant reports and prepared by accountant Rick Shaw for the year end forms and are based on the Paychex reporting. There is only one employee on the form as Maintenance Supervisor as all other positions are through the Management Agreement and are positioned with the Millis Housing Authority. The year was split between two individuals as prior Maintenance Supervisor left after year began and current Supervisor began after separation. On breakdown prior Supervisor accounts for \$2189.00 of annual salary and current Supervisor accounts for \$61,034.00 for the remaining year of annual salary.

**Motion to approve Top 5 Compensation Form as presented and to submit to EOHLC by Rob Canavan  
Second by Paul Hinkley**

**Vote approved Unanimously 5-0**

**Also included in Year End Forms is the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.**

All individuals leasing with the MHA are provided lead certification forms that are explained and signed during the lease process. Forms are kept in all tenant files and confirmed when the lease is entered into the system. There is No known lead source on the Tilden property.

**Motion to approve the Year End form for Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws by Rob Canavan  
Second by Paul Hinkley**

**Second by Paul Hinkley**

**Vote approved Unanimously 5-0**

**Generator:** Funding was finally received from EOHLC and the check sent to Eversource. Waiting for confirmation on when Eversource will be able to begin service, which most likely will be done in Spring as they cease this form of service work for the winter.

**Tri-County:** Will do pavilion in the spring. This was confirmed with the help of Commissioner Rob Canavan. ED met with Jeremy Barstow, who runs the program at Tri-county, and they will do another site inspection for design within the next couple of weeks.

**Needs Assessment:** Will be done shortly with RCAT. Next project in the pipeline will be repaving the parking lot and fixing the areas affected in the walkways.

**Next month will be the vote for positions:** start of the New Year to begin said positions

Board reminded to do their Ethics Certifications if they have not been completed. Please provide ED with copy of completion to be kept on file in the office.

**Thank you** to the Medfield Police Department for the jacket buckets given to the Veterans and those in need at the MHA.

Thanksgiving Baskets: list will be provided to give baskets to those in need of them as well. The MHA is incredibly grateful as are the residents.

**Motion to approve ED Report by Kathy McDonald**

**Second by Paul Hinkley**

**Vote approved Unanimously 5-0**

New Business:

Tenant Holiday Event: Discussion: Blake Middle School does the annual holiday party for the MHA residents. It is a wonderful event and all residents truly enjoy and appreciate all that the children, parents, and school do for them. ED has emailed Blake to confirm if they will be doing the event this year as well and is waiting to hear back. If they are unable to do so ED will confirm a date and a time for

a party to be organized by herself and staff for the residents. Annual chocolates will also be ordered and delivered to all tenants.

Truck Sander: discussed under ED report

Unit Inspection Schedule: will be completed on November 22<sup>nd</sup> and the 25<sup>th</sup>. Notices have gone out to residents.

October 2023 Special Meeting Minute Approval (minutes provided for review, discussion, and approval)

**Motion to approve the Minutes of the October 2023 Special Meeting as presented by Paul Hinkley**

**Seconded by Stacey Yakel**

**Vote approved unanimously 5-0**

Motion to approve New Business by Kathy McDonald

Second by Rob Canavan

Vote Unanimous 5-0

Old Business: None

Other Business:

Resident Sharon Bond asked the board if anyone knew what has happened to the Public Health Nurse. Commissioner Kathy McDonald responded to inform residents that the Public Health Nurse is on Administrative Leave. Sharon also suggested that the board members who have not been into the tenant units come to see them at some point in time. Commissioner McDonald offered to come to see Mrs. Bond's unit on the day the COA will be doing outreach at the MHA Community Room. Mrs. Bond declined. ED offered for any member to see a unit during the inspections being performed and Commissioner McDonald stated that she will come during that time to view a unit.

Commissioner Hinkley discussed putting a liner in the bed of the truck prior to the installation of the sander unit being installed for preventative purposes. Discussion held regarding the sander and the process.

Adjournment:

Motion to Adjourn at 7:18pm by Rob Canavan

Second by Stacey Yakel

Vote Unanimous 5-0

List of Documents and Other Exhibits Used at the Meeting:

- a. Agenda
- b. November 2024 Meeting Minutes
- c. Accounts Payable Report: October – November 2024
- d. Accountant Reports: October 2024
- e. Work Order Report October – November 2024
- f. Fiscal Year End Certification Forms: Top 5 Compensation and Lead Law Notification (supporting documents)
- g. October 2023 Special Meeting Minutes

Respectfully Submitted by Candace Avery, Executive Director