

**Millis Housing Authority  
310 Exchange Street  
Millis, MA 02054  
Phone - 508-376-8181  
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September 12<sup>th</sup>, 2024

The regular virtual monthly meeting of the Millis Housing Authority was held September 12th, 2024 in the community room of the Millis Housing Authority. Meeting to begin at 3:00PM.

Carol Baker- Chairperson - opened @ 3:04 PM

Roll Call:

Present	Absent
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Carol Baker	None
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Scott Fuzy

Carol Mushnick via conf. call

Mary-Ellen D'Espinosa

Also Present: Candace Avery - Executive Director, Residents from the Millis Housing Authority,  
Accountant Rick Shaw

Approval of Minutes for Regular Meeting:

**Motion to approve minutes as presented for June 2024 (no meeting held July or August) by Mary-Ellen D'Espinosa**

**Second – Scott Fuzy**

**Vote Unanimous 4-0**

Approval of Payables from June – September 2024:

**Motion to approve payables as presented from June-August 2024 in the amount \$130,082.07**

**Motion to approve by Scott Fuzy.**

**Second – Mary-Ellen D'Espinosa**

**Vote Unanimous 4-0**

Executive Director Report:

5 vacant units: all turned over and in process of lease

Maintenance: new part time maintenance hired for 18 hour position. Scott will also remain working 10 hours per week as subcontract. Both doing a great job.

Town Meeting: will be held Monday at town hall with Ellen Rosenfeld, Mike Guzinski, and Karen Bouret to open discussion about land for development again. All encouraged to attend

Open Board Seat: ED contacted by governors office and they are working on filling position

Trainings for Board: ED provided training information for members, reminded to do certifications if not done, and can find additional training on the Ma Nahro website which was provided with paperwork.

MAPC: ED emailed them but has not heard back yet

Gazebo: will be completed by spring. ED confirmed with TriCounty

Fridge Project: completed today

\$50,000.00 transferred today from the section 8 operating account to the regular operating account per the Accountant Rick Shaw. Receipts provided

Budget Augmentation: approved

Annual Conference: ED moderated sessions but only attended for a day. One session was with MHP on building and development of affordable housing units. EOHLC has received 2.2 billion for building and development of new affordable units. Information is available on the Ma Nahro website to read. ED will discuss possible collaboration with MHP at meeting with the town as well.

**Motion to approve Executive Director's Report as presented by Scott Fuzy**

**Second by Mary-Ellen D'Espinosa**

**Vote Unanimous 4-0**

New Business:

Tenant Write Off: Collari in the amount of \$200.00 (tenant deceased)

Motion to approve by Mary-Ellen D'Espinosa

Second-Scott Fuzy

Vote Unanimous 4-0

**Year end and Budget Presentation by Accountant Rick Shaw:** Discussion held with board members and Rick answered all questions. No changes requested

Motion to approve Budget as presented by Mary-Ellen D'Espinosa

Second Scott Fuzy

Vote Unanimous 4-0

**MRVP:** Motion to approve by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

**ED Salary:** Motion to approve by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Carol Mushnick requested ED to authorize forms for her as she was remote.

Old Business:

none

Other Business:

Carol Baker asked some questions regarding the net metering and discussion held regarding the benefits and the process of the program.

Resident Jeanne Imbert discussed maintenance being more careful of flowers when mowing lawn. She was angry that clippings were going on flowers and window sills. She provided pictures that were given to the board. It was not excessive and Jeanne informed that the process of mowing was being done correctly.

Elizabeth Rectanus: confirmed that the meetings are to be the first Thursday of the month. Board informed her that we endeavor to meet the first Thursday but sometimes it moves to the second depending on board quorum or bills but that it will be posted

Bonnie asked about getting ADA door handles as she has trouble with the door handles. ED will have maintenance look at her door and the options

Jay asked for a second bench to be put out for tenants at Kennedy to sit on. Also reported the exterior light between 320-322 is blinking and needs to be fixed. ED will let maintenance know and reminded tenants to call in work orders.

**Motion to Adjourn at 4:36 PM by Scott Fuzy**

**Second – Mary-Ellen D'Espinosa**

**Vote Unanimous 4-0**

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