Millis Housing Authority 310 Exchange Street Millis, MA 02054 Phone - 508-376-8181

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October 24th, 2024

The regular virtual monthly meeting of the Millis Housing Authority was held October 24th, 2024 in the community room of the Millis Housing Authority. Meeting to begin at 3:00PM.

Carol Baker- Chairperson - opened @ 3:05 PM

Roll Call:

Present Absent

Carol Baker via conference call

Scott Fuzy

Carol Mushnick

Mary-Ellen D'Espinosa

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

Approval of Minutes for Regular Meeting:

Motion to approve minutes as presented for September 2024 by Mary-Ellen D'Espinosa Second – Scott Fuzy Vote Unanimous 3-0

Approval of Payables from September - October 2024:

Motion to approve payables as presented from September - October 2024 in the amount \$71,193.56 Motion to approve by Mary-Ellen D'Espinosa.

Second - Scott Fuzy

Vote Unanimous 3-0

Executive Director Report:

6 vacant units: 2 internal transfers, 2 long term care, 2 existing. 2 in process of unit turnover, all others complete and in process of lease.

Accountant Reports: all look great. With the approved augmentation the reserves are up to 42%. ED has submitted for reimbursement of admin, fees for her oversight of capital projects completed.

Waiting on the approval and once deposited it will add to bolstering the reserve levels.

Net Metering: 1st bill will be at the next meeting. This credit will also help to bolster the reserves. DPU numbers were received for Millis and Ashland. Waiting for the Medfield approvals.

Work orders: all being done in real time along with the multiple unit turnovers and the prep for snow. Maintenance is also helping to oversee Ashland while we look to hire another maintenance person for the part time slot.

Tenant Meeting and Vaccine Clinic: held by Metrowest Pharmacy. They did an amazing job and offer personalized door to door service for our residents.

Land Conversation and Grant Status: discussion to be held and update provided by Commissioner D'Espinosa. All very positive and we hopefully will be approved for the grant and can use it for community outreach to build support.

Gazebo: currently being built by TriCounty. Progress is amazing and the board is encouraged to look at the project. Walking path is also being updated and posts that were damaged have been fixed as well.

Holiday Event: Discussion regarding the date, catering, and entertainment: After discussion board confirmed they would like to do the event on Tuesday the 10th at 1pm. Catering will be ordered with Oliva's and will include a meat dish (porketta), a vegetarian option, and pasta. Entertainment will be our DJ, Jay Sundin who is also a tenant, as he did a great job last year. ED will start preparation. Tenant Meeting: Held October 22nd following the flu clinic. went great. Around 10-12 attendees, and all very good positive conversation and feedback. Tenants also agreed that a meat dish for the holiday party would be a nice change.

Budgets: ED informed board that the budget forms had a typo on the ED calculation sheet and had to be fixed. The line item listed last years' salary instead of this years' new salary. ED updated forms for resubmission and wanted to inform board.

Motion to approve Executive Director's Report as presented by Scott Fuzy Second by Mary-Ellen D'Espinosa Vote Unanimous 3-0

New Business:

Vote to approve Completion Forms for the Refrigerator project: fish #187039 in the amount of \$80,654.00 completed by 15 Waban, LLC. (Forms were also previously submitted to board for review and approval for submission for contractor payment via email)

Motion to approve by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0

Old Business:

Land Acquisition: Discussion held with ED Report.

Other Business:

Carol Baker: Nomination to the CPC. Motion by Mary-Ellen D'Espinosa, Second by Scott Fuzy, Vote Unanimous 3-0. ED will reach out to town to confirm next step in the process to elect Carol to the board.

Resident Elizabeth Rectanus stated tenant meeting went well. Also stated that the Gazebo progress is coming along well and residents are happy.

Next meeting November 7th at 3:00pm

Motion to Adjourn at 3:54 PM by Mary-Ellen D'Espinosa Second – Scott Fuzy Vote Unanimous 3-0