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**Millis Housing Authority
310 Exchange Street
Millis, MA 02054
Phone - 508-376-8181
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September 18th, 2025

The regular monthly meeting of the Millis Housing Authority was held September 18th, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 3:00pm.

Carol Baker- Chairperson - opened @ 3:02 PM

Roll Call:

Present

Absent

Carol Baker, Chairwoman

Scott Fuzy

Mary-Ellen D'Espinosa

Carol Mushnick

Also Present: Candace Avery - Executive Director, Accountant Richard Shaw

Approval of Minutes for Regular August 12th, 2025 Meeting:

Motion to approve minutes as presented for August 12th, 2025 by Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 4-0

Approval of Payables from August - September 2025:

Motion to approve payables as presented from August - September 2025 in the amount \$49,549.37 by

Mary-Carol Mushnick

Second – Scott Fuzy

Vote Unanimous 3-0

Executive Director Report:

Executive Director Report 9/18/2025:

Fully leased as of next Thursday! This will be short lived as we will have one handicap and two first floor units open up within the next month or two. One of our wonderful residents passed sadly last weekend and the other two will be due to internal transfers. ED working on the CHAMP list now to fill these units however two have extensive damage and will need time to turn over. Current list is good until November.

Work Orders/Maintenance: work order report is provided for you to review. The staff is doing tremendous on keeping up with vacancy turnovers, regular daily work orders, preventative maintenance, extraordinary maintenance (sill replacements on windows, roof repairs on maintenance shed, ect), and prep for winter. ED will begin maintenance staff meetings in October as well and will meet once a month.

Annual Inspections: will begin the first week of October and will be completed by ED and maintenance staff.

Notices will go out next week.

Results of Meeting with Fire Chief Rick Barrett: We are collaborating on the development of an Emergency Response Policy and we will then move towards doing an onsite presentation and fire drills for residents. ED has a format that Chief Barrett and she will tailor to the MHA site. They will also be implementing the emergency QR sheets for resident medical information and pet information. Tenant meeting will hopefully be put together by middle of October.

PMR Audit: Will be done onsite on October 2nd with EOHLC staff. They will do internal desk audit as well as property inspections. ED will inform board of outcome.

Resident rolling cart: was provided as promised and arrived after our last monthly meeting. Residents are very happy.

Smoking Area on property: This needs to be addressed as it has become a huge problem for non-smoking residents. A large group now congregates in one area on King terrace on the neighbors lot and are getting closer and closer to the buildings. We need to look at disbursing the group, limiting the number of individuals in area at one time, ect – discussion and thoughts.

Pets: Especially family pets, may need to revisit pet policy regarding oversight on property, leash regulation, spay/neutering requirements, ect. ED is currently in communication with Animal Control but would like input from board as well.

Donations from town residents and from residents that have moved: We have been storing items in garage on Danels street. ED will hold an open house for families to come to take items they may need. Many of the items donated were for children, but any furniture items can also be taken by our Kennedy/King tenants as well. Notice for date will go out next week. Thank you to all those that donated. Also, again want to extend a great thank you to Bullpen donation for our voucher family that was assisted to bring their family back together. They were recommended by our commissioner Mary-Ellen and they are an amazing organization that I would love for the MHA to work with continuing in the future!

Annual Conference: Went amazingly and had great sessions. All members encouraged to attend next year. Great development with CHAT'GPT and IT related topics, Emergency management/risk management (this is where the foundation for our policy comes from) – Management agreements, ect.

Reminder Flu Clinic will be held in community room on October 1st by Metrowest pharmacy. All encouraged to participate

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

Second by Mary-Ellen D'Espinosa

Vote Unanimous 3 -0

New Business:

Net Metering: Agilitas reviewed a contract for a Host program with their Net Metering Organization that will provide an additional \$5000.00 per year with incremental increases in revenue throughout the terms of the contract. Discussion held and questions answered regarding the process of hosting. Contract for program will be sent to the Millis Housing Commissioners for review and then submitted to MHA attorney for final review and suggestion.

Budget Presentation was provided by Accountant Richard Shaw, as well as his Contract for Accounting Services. Review and Discussion held regarding budget. Budget presented for approval.

Motion to approve budget as presented by Mary-Ellen D'Espinosa, Seconded by Scott Fuzy. Vote Unanimous 4-0.

Motion to approve Accounting Contract as presented by Carol Mushnick, Seconded by Scott Fuzy. Vote Unanimous 4-0.

Policy Review: Addendum for Language Access Policy from EOHLC presented for review and approval.

Motion to approve Addendum by Scott Fuzy, Seconded by Mary-Ellen D'Espinosa. Vote Unanimous 4-0.

Minority Percentages for Fair Housing compliance presented for approval. MHA meets the compliance percentages set forth by EOHLC.

Motion to approve percentages by Scott Fuzy, Second by Mary-Ellen D'Espinosa. Vote unanimous! 4-0.

Motion made to approve the New Business by Scott Fuzy

Seconded by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Old Business:

MAPC Update: Javier is looking for additional contact information for organizations and individuals to reach out to. Also looking to schedule an additional in-person meeting with our Town Representatives. ED still working on contacting the local neighborhood group that resides near lot discussed. ED will provide to Javier when available. ED will also send a group email to try to confirm a day and time with the Town for the next meeting.

Tenant Fire Drill: ED met with the Fire Chief regarding coordination of the Emergency Policy with the Fire Department. Once the format is completed ED will set up an appointment to have Chief come to property to complete fire drill exercises with the residents. ED will keep board posted on progress.

Motion to approve Old Business by Mary-Ellen D'Espinosa

Second by Scott Fuzy

Vote Unanimous 4-0

Other Business:

none

Motion to Adjourn at 5:00pm by Scott Fuzy

Second – Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Work Order Reports

Policies: Addendum to Language Access Plan

Budget Information

Agililas outline for Host Program

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