

Millis Housing Authority
310 Exchange Street
Millis, MA 02054
Phone - 508-376-8181
Fax - 508-376-6040

October 15th, 2025

The regular monthly meeting of the Millis Housing Authority was held October 15th, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 10:00am.

Carol Baker- Chairperson - opened @ 10:00am

Roll Call:

Present

Absent

Carol Baker, Chairwoman

Scott Fuzy

Mary-Ellen D'Espinosa

Carol Mushnick

Also Present: Candace Avery - Executive Director

Approval of Minutes for Regular September 18th, 2025 Meeting:

Motion to approve minutes as presented for September 18th, 2025 by Scott Fuzy

Second – Mary-Ellen D'Espinosa

Vote Unanimous 3-0

Approval of Payables from September - October 2025:

Motion to approve payables as presented from September - October 2025 in the amount \$51,622.90 by Mary-Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 3-0

Executive Director Report:

ED Report 10/15/2025:

4 vacancies: one second floor, 1 handicap (internal transfer – needed roll in shower). Existing handicap unit they occupied did not have a roll in shower. ED will work with RCAT for funding to install roll in shower in the vacant unit. Will also be an expensive and lengthy unit turnover due to cleanliness and debris (hoarding). ED will apply for a waiver for time and expense reimbursement from EOHLC. Second floor unit was leased and applicant turned down last minute.

Work Orders: being done in real time along with preventative/scheduled/and snow prep. Maintenance staff is doing amazing. John will attend MAHAMS conference for training at the end of month along with Ryan from Medfield. ED will restart monthly maintenance meetings in November.

PMR Audit: complete. Reports not available yet as EOHLC had a glitch in their system. Reports should be available by end of week and will be provided to board for review. There were a few findings in both the desk audit and the inspections. Inspection findings were more rigorous due to fire in fall river: all based on egress access/fuse panel access/and trip hazards (rugs on floor) Desk audit findings were easily preventable and ED has been working with Assistant on correcting these errors (vacancy dates not matching in PHA vs CHAMP).

Management Agreements: Medfield executed the management agreement last night for five additional years! Agreement provided for Chairwoman Bakers signature. All agreements will be submitted today to our HMS at EOHLIC.

Budgets: All three have been submitted and are waiting for approval.

Annual Inspections: are in process and will be completed today by ED and maintenance. King and Kennedy complete – Daniels street today. Issues recognized by FMS during audit will be addressed with residents today during inspections. Work orders will be generated from inspections next week and executed by maintenance staff before the end of the month.

Daniels Street Project: contractor having difficulty in getting approval of permit from zoning. There was an encroachment that they needed to get approved before they can begin and they have not heard back from the town. ED has been asked to go to the town to see if they can expedite approval. ED will go see them tomorrow.

Agilitas contract: ED waiting on attorney to respond: will reach out this afternoon

Logo for Millis: Commissioner D'Espinosa has been working with the Bullpen Project to coordinate collaboration with MHA. They need a logo and MHA needs a logo. She created some great examples and ED feels MHA should adopt one to be used moving forward: discussion and approval.

ED has not been able to circle back with Chief Barrett on fire drills but will do so by next week and will also work on resident event after inspections are complete – just a time issue.

MAPC Update: Discussion: surprise that Police Chief did not support affordable housing. Javier doing great job. Still have not heard back from town on coordinating an in person meeting. ED will follow up today with town and neighborhood group (she is working on the benefit for her son which is at tangerinis at the end of the month)

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

Second by Mary-Ellen D'Espinosa

Vote Unanimous 3 -0

New Business:

Policy Review: Grievance and Disposition/Capitalization Policies provided to board for review and suggestion. Board will bring thoughts on policies to next meeting.

PMR: results have not been received by EOHLIC as to date. Report will be provided to board members once it is received.

Annual Inspections: complete and work order will be generated accordingly for any fixes that need to be done.

Motion made to approve the New Business by Mary-Ellen D'Espinosa

Seconded by Scott Fuzy

Vote Unanimous 3-0

Old Business:

MAPC Update: Javier was informed of another project through Metrowest housing for the development of affordable units in town. He will speak with Bob Weiss to set up a meeting with Metrowest to get a better understanding of the development and will provide feedback to the MHA. MHA and Javier should also reach out to the town again to set up an additional meeting to update progress and set next goals. ED will reach out to schedule. Neighborhood group that ED reached out to currently is unavailable to meet. ED will reach out again at a later time.

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

Second by Scott Fuzy

Vote Unanimous 3-0

Other Business:

Commissioner D'Espinosa provided some emblems for the MHA to adopt. All are wonderful and board/ED will provide feedback for next meeting on the choice to represent the MHA.

ED also highlighted that Commissioner Scott Fuzy did a great job speaking at town meeting regarding the need in Millis for public transportation.

Motion to Adjourn at 11:47am by Mary-Ellen D'Espinosa

Second – Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Work Order Reports

Policies: grievance, disposition/capitalization

.....