

**Millis Housing Authority**  
**310 Exchange Street**  
**Millis, MA 02054**  
**Phone - 508-376-8181**  
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November 13<sup>th</sup>, 2025

The regular monthly meeting of the Millis Housing Authority was held November 13th, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 3:00pm.

Carol Baker- Chairperson - opened @ 3:08pm

**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 October 15th, 2025 Meeting:

**Motion to approve minutes as presented for October 15th, 2025 by Carol Mushnick**

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

**Vote Unanimous 4-0**

Approval of Payables from October – November 2025:

**Motion to approve payables as presented from October-November 2025(Pending confirmation of Norfolk County Retirement) in the amount \$89,151.33 by Mary-Mary-Ellen D'Espinosa**

**Second – Scott Fuzy**

**Vote Unanimous 4-0**

Executive Director Report:

Executive Director Report 11/13/2025:

4 vacancies: 2 first floor, 1 second floor, 1 handicap. All in process of turnover. Two units very damaged and waivers have been requested from EOHLC for additional time needed for turnovers.

Accountant Report: All look good and on budget. Reserves continue to grow and are at 43%.

CHAMP: I am currently working on the CHAMP list pulls and vetting all of the applicants for the current open units. There are many locals and veterans on the list and I am hopeful to have them all in process of lease by next week. Last month I filled 4 units as well. The vacancy rate is still high due to the fact that two of the units were filled with medical internal transfers so that opened two additional turnovers.

Work Orders: All up to date along with winter prep, preventative maintenance, inspection repairs, and unit turnovers. The maintenance staff are doing a tremendous job as they are also working on two very difficult turnovers. Work order report unavailable as the ipads are not working. Maintenance has asked for the consideration of laptops which would be easier for them to use. This would also be convenient for meetings for zoom options and presentations as discussed at previous meetings.

Holiday Event: Clarification on day and time. The meeting would be held on Thursday the 11<sup>th</sup> (the 4<sup>th</sup> is the first Thursday but is fast approaching with the thanksgiving holiday in between). Meeting is usually held before the event so we would be considering a meeting at around noon as we don't want to start

the event later than 1pm. Confirmation and details? Do we want to order Olivas, candy, and DJ again? I will also let Ray know as he stops by now and again to keep in touch.

Net Metering Host Program: Final edited contract provided that eliminates liability from MHA and AHA. Also included is a \$10,000.00 bonus for signing contract before the end of the month. Contract provided to Attorney Frank Flynn who suggested removing language regarding liability. This has been done. Also provided was information from Agilitas that references the towns that are also Hosts to the program as reference. I did not hear back from Secure Energy. Commissioners would like Agilitas to remove the automatic renewal clause. ED will request removal from Agilitas.

Shirley: Shirley has resigned and her last day will be December 18<sup>th</sup>. I would like to include a recognition for her commitment to the MHA at the holiday event and have the board present her with a gift of gratitude: Thoughts and suggestion? She has been out sick so I have not had a chance to speak with her. Will have to have job posted by Monday to have enough time to interview and train someone new.

IT: has been contacted to upgrade the community room with remote options for presentations and zoom. Trying to coordinate a day and time for them to go to all three authorities.

CFA: Addition of \$75,802.00 to CFA: Sustainability funding which includes projects such as generators, paving, water heaters, ect)

**Motion to approve by Carol Mushnick**

**Second by Scott Fuzy**

**Vote Unanimous 4-0**

Possible Tenant meeting to be held by ED: Presenters will be Fire, Police, Dia Feliz, Metrowest Pharmacy and others if interested. If the Month of December is too hectic with holiday events, ED will work towards January meeting.

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

**Second by Carol Mushnick**

**Vote Unanimous 4 -0**

#### New Business:

Final Approval of Millis Logo created by Commissioner Mary-Ellen D'Espinosa. All Logos are amazing. Board agreed to approve Logo #10. Logo will be added to Millis Housing Website and used on documentation moving forward.

PMR Review: PMR reviewed by ED with Board of Directors. Any deficiencies either administrative or maintenance related have been addressed and information provided to EOHLC. PMR was not MHA best audit and all items recognized will be worked on and improved. Report provide to board.

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

**Seconded by Scott Fuzy**

**Vote Unanimous 4-0**

#### Old Business:

MAPC Update: Javier continues to do outreach and has provided a Power Point for board to review progress. In Javiers meetings he was informed of another affordable housing development being worked on in Millis by Metrowest Collaborative. The organization has also met with the CPC to begin discussion for funding that may be available to support their project. This is a topic that needs to be discussed with the town. Next step will be to re-engage with the town and schedule another meeting with Town Manager and all involved with project conversation. ED will reach out to coordinate this week.

Project Update: Exterior Door replacement project in process of evaluation/design/bid. Daniels Street project still waiting for zoning approval. ED has been in communication with the designer to find out what the delay has been and how to expedite. Project will not begin until spring due to delay.

Policy Review: Tabled

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

**Second by Scott Fuzy**

**Vote Unanimous 4-0**

Other Business:

Discussion held regarding the MHA reaching out to the CPC for funding for future project of development of affordable housing. CPC funding would be used for items such as legal and accounting fees. However, CPC funding requires specific project information and budget. At this point in time MHA would not be able to reach out for funding as the project is still being established and specific information is not available to provide to CPC.

**Motion to Adjourn at 4:25pm by Mary-Ellen D'Espinosa**

**Second – Scott Fuzy**

**Vote Unanimous 4-0**

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Work Order Reports: Unavailable as Tablets are not working correctly.

PMR Report

Net Metering Host Contract

Policies: grievance, disposition/capitalization

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