

**Millis Housing Authority
310 Exchange Street
Millis, MA 02054
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February 6th, 2025

The regular virtual monthly meeting of the Millis Housing Authority was held February 6th, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 3:06PM.

Carol Baker- Chairperson - opened @ 3:06 PM

Roll Call:

Present	Absent
Carol Baker	
Scott Fuzy	
Carol Mushnick(via conference call)	
Mary-Ellen D'Espinosa	
Also Present: Candace Avery - Executive Director	

Approval of Minutes for Regular Meeting:

Motion to approve minutes as presented for January 2025 by Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 4-0

Approval of Payables from January - February 2025:

Motion to approve payables as presented from January - February 2025 in the amount \$74,066.25

Motion to approve by Scott Fuzy.

Second – Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Executive Director Report:

4 vacancies: ready for lease: All units turned over and ready for lease (3 elderly: 2 2nd floor, 1-1st floor), 1 handicap. 1 unit offered and declined by applicant, 1 – tenant no show.

Work Order: All up to date: report included for board review All being done in real time along with snow removal, preventative maintenance, and unit turnovers

Accountant Reports: Not available this month as meeting was too early in the month for accountant to have ready.

Net Metering: no payment yet. Supply rates are being renegotiated again and ED has a meeting set up with Secure Energy for review of new and very high rates.

RSC: ED has been able to lock in with Hessco for RSC. Details are being worked out and information has been provided to HLC. ED sent RSC handbook provided by HLC to Hessco as well. Hopeful date to begin services will be in March.

MAPC: ED has not heard from Alexis. Commissioner D'Espinosa provided an additional point of contact and ED is emailing them to see if a date can be set up as soon as possible to begin PR process for land. ED will keep board posted on progress.

ED Contract: New contract is the format requested by EOHLC. It is their standard contract and they are mandating that we update it and resubmit as discussed for approval. Information is the previous information that was submitted to them over 2 years ago on the Millis format that was just sent back to

us for this additional change. They have accepted responsibility for their oversight and delay and have issued a waiver for any findings that were noted in the AUP or PMR as they know they were responsible for the delay.

Motion to approve ED Contract as submitted by Mary-Ellen D'Espinosa

Second by Scott Fuzy

Vote Unanimous 4-0

Eversource did fix the lights in the parking lot. The blinking lights were fixed but the two lights out at the front of the parking lot of Kennedy Terrace have not been replaced yet. Eversource stated that when they get the right parts they will return to fix.

Copier Contract: Information sheet provided for pricing: Current contract is up but ED would like to upgrade copier to version with color option. It is a \$4.00/month additional cost but worth it. Board reviewed information and agrees on the color upgrade.

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

Second by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

New Business:

Approval of Capital Improvement Plan: Plan presented for review and discussion. Resident Elizabeth Rectanus asked about the Entry Door project and when it will be done: It is not yet fully approved but is slated for 2026-2027. She would like survey put out to residents for input on the style of doors when project begins its design phase.

Motion to approve Capital Plan as presented by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Annual Plan Posting: Annual plan posted and copies available at office and in community room, as well as online. Hearing/Approval of plan will be held next month at the regular monthly meeting.

Commissioner D'Espinosa discussed the survey responses in the Annual Plan and was wondering how many residents are being surveyed. Also discussed was the Governor's movement to increase low-income housing in MA by 220,000 units. This will be helpful in the Millis initiative to develop more affordable units in town.

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

Second by Scott Fuzy

Vote Unanimous 4-0

Old Business:

Land Acquisition: Discussed under ED Report. ED is now reaching out to new point of contact at MAPC and will update board when she has made contact.

Other Business:

Commissioner Scott Fuzy discussed the Fire Alarm Panel: ED had to replace control board of the Fire Alarm panel for King Terrace. That panel was not part of the Kennedy alarm system upgrade and had reached its life end so wasn't under warrantee.

Next meeting March 13th at 3:00pm – Annual Plan Hearing as well.

Motion to Adjourn at 4:11 PM by Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 4-0

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Work Order Reports

RICOH Copier Information Sheet

Capital Plan

ED Contract Format

Annual Plan: Posting and Related reports

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