

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

February 5th, 2026

The regular monthly meeting of the Millis Housing Authority was held February 5th, 2026 in the community room of the Millis Housing Authority. Meeting to begin at 3:00pm.

Mary-Ellen D'Espinosa, Vice Chairperson - opened @ 3:06pm

Roll Call:

Present Absent

Carol Baker, Chairwoman (after open)

Scott Fuzy

Mary-Ellen D'Espinosa

Carol Mushnick

Also Present: Candace Avery - Executive Director, Assistant Alexandra Cleveland

Approval of Minutes for Regular Meeting:

Motion to approve minutes as presented for the January 2026 meeting by Carol Mushnick

Second – Scott Fuzy

Vote Unanimous 3-0

Approval of Payables from January - February 2026:

Motion to approve payables as presented from January – February 2026 in the amount \$47,473.61 by Carol Mushnick

Second – Scott Fuzy

Vote Unanimous 4-0

Executive Director Report:

8 vacancies – 3 waiting to be fully cleaned out. All unit turnovers are complete and they are in process of lease. Others are in the process of unit turnover. Most of the leases for these units will be for local and local veteran applicants

Work Orders: being done in real time, along with snow removal and preventative maintenance.

Maintenance did great in the storms and property was cleared very well. Maintenance received many compliments from residents and from Millis Fire Department.

New Ipads have been received and will be programmed this week. Maintenance meeting will be held on the 18th to train for new Ipads with PHA network. New preventative maintenance schedule was made with the help of FMS and was uploaded to PHA Network for use on the Ipads. (preventative maintenance list provided)

Projects: no new updates from last month

New Hire: Alexandra Cleveland – has completed her first 3 modules of training for CHAMP. She will be finished over the next two weeks. She has been present for both PMR's for Medfield and Ashland and will train with FMS and HMS over the next couple of weeks. Shirley will cross train basic programs through the month of February and farewell parties will be set for march. Alexandra introduced herself to board and provided experience and background information.

Net Metering: No updates yet

RSC: Doing great and gaining more momentum with the residents. Bingo suggested for the next event to be held for residents

PMR'S: Ashland and Medfield have been completed. Ashland had no red flags but the audit did have findings that need to be corrected for next year. Medfield followed the same pattern. All suggestions for change discussed at each meeting with HMS and our new hire which will be made moving forward.

Accountant Reports: All look great. On budget and reserves are up to 51%.

Motion to approve Executive Director's Report as presented by Mary-Ellen D'Espinosa

Second by Scott Fuzy

Vote Unanimous 4-0

New Business:

New Hire: Alexandra Cleveland: Introduction and Welcome. (noted in ED Report)

Motion made to approve the New Business by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote Unanimous 3-0

Old Business:

MAPC Update: MHA and MAPC will attend the next Selectboard meeting to discuss land transfer and provide presentation on affordable housing needs. Discussion held to identify benefits of our development of affordable housing units for the town of Millis. This information will be added to presentation along with CHAMP statistics (provided) that will be designed by Commissioner Mary-Ellen D'Espinosa.

Metrowest inquired about having another meeting to discuss both affordable housing projects. Board discussed meeting and suggestion made to request their agenda and set date for meeting. ED will follow up and reach out.

Policy Updates: Grievance: Tabled until next month

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 4:51pm by Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 4-0

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Accountant Report

Policies: Grievance

CHAMP statistic report

Preventative Maintenance updated schedule

Next Meeting March 5th, 2026

