

**Millis Housing Authority  
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March 27<sup>th</sup>, 2025

The regular monthly meeting of the Millis Housing Authority was held March 27<sup>th</sup>, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 3:00PM. Meeting originally scheduled for March 13<sup>th</sup>, 2025 rescheduled for No-Quorum.

Carol Baker- Chairperson - opened @ 3:00 PM

**Roll Call:**

**Present**

Carol Baker, Chairwoman

Scott Fuzy

Mary-Ellen D'Espinosa

Also Present: Candace Avery - Executive Director, Shirley Bliss-Assistant, Stacey Yakel, Elizabeth Rectanus

**Absent**

Carol Mushnick

**Approval of Minutes for Regular Meeting:**

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

**Second – Scott Fuzy**

**Vote Unanimous 3-0**

**Approval of Payables from February - March 2025:**

**Motion to approve payables as presented from February- March 2025 (typo on agenda reflecting January – February corrected) in the amount \$79,599.71 by Mary-Ellen D'Espinosa.**

**Second – Scott Fuzy**

**Vote Unanimous 3-0**

**Executive Director Report:**

4 vacancies: 1 handicap, 1-1<sup>st</sup> floor, 2-second floor. For the handicap unit we have pulled 125 applicants to offer the unit to and had 2 responses: one declined last minute and the second accepted the unit and will be leased next week. For the first floor 75 have been pulled and we had one response, offered the unit, they accepted and then declined during the lease deciding to stay where they were currently housed as they had more room. For the second floor 200 applicants have been pulled and either were non response, declined, or weren't eligible. The next pull has begun for all vacancies.

Work Orders: are all up to date and spring cleanup is currently being done. Part time maintenance Bill Lane is now currently at the Ashland Housing Authority to fill the 18-hour position. ED hoping to hire to fill the MHA part time opening from the pool of interviews that were recently conducted to fill the Medfield position. 1 offer has been made and ED is waiting on a call back from another.

Light/Eversource issue: Finally fixed and completed by Eversource today.

Trash Matter: Win Waste had not come to pick up the trash for the properties as of the 3/13/2025 meeting that was rescheduled. ED had been in communication with Win Waste to get the matter resolved. ED spoke to the account Manager and Supervisor, and had sent photos of the sites to them as well. Win Waste was working to get crew onsite and was due to have them there the day after the meeting. It an additional day and Millis Maintenance cleared as much of the trash as possible to keep

areas clean while issue was being resolved. Matter resolved and trash picked up, however ED will be reviewing the service for Medfield and Millis and will look to obtain better service as both sites have had trouble with their service.

Shirley: had been out for surgery as of 3/13/25 meeting: ED sent flowers on MHA behalf. She was missed but is now back and is on the mend.

Date for Spring Event: ED is speaking with TriCounty to establish a date in May that will work with the student schedule to ensure we can coordinate the dates discussed and what will work for them as well.

Board seat: ED sent an appeal to the town manager for the consideration of Carol to remain in her seat as she is still in transition of her move and has not fully moved out of town. Town Counsel reviewing again for consideration.

Postal Service: MHA having trouble with postal service as some vendors have not received their monthly MRVP checks and some of the family residents are not getting their mail. King Terrace matter also tends to still be problematic. ED will be going to office to discuss these issues and find reason and resolution.

Accountant Reports: Look great- Reserves are at 43% and are all on budget.

Hessco: RSC contract enclosed for review with packet for 3/13/25 meeting. ED will also send to EOHL for their review and approval once finalized. Looking to begin having representative onsite by May and will hold a meet and greet for residents to meet the new Social Worker that will be available to assist them.

Board Handbooks: Developed by MaNahro and are being provided today for members. In-person training with Driscoll and Driscoll just waiting for a confirmed date. ED will let board know as soon as they can provide it.

COA: ED will attend the COA board meeting on 4/10/2025 at 9am to present and answer questions on CHAMP and housing.

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

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

**Vote Unanimous 3-0**

#### New Business:

Approval of Annual Plan: Chairwoman Carol Baker formally announced the Annual Plan and asked all board members and attendees if there were any questions, concerns, or feedback.

Resident Elizabeth Rectanus asked about where along the line for funding the Exterior Door Project is as she feels that some female residents are more concerned about the door security – ED provided information on CIP timeline. Resident Rectanus also discussed having clearer signage on the buildings for identification.

Chairwoman Baker asked if there was any additional feedback. No additional feedback and No changes requested. Chairwoman Baker then requested board approval.

**Motion made to approve the Annual Plan as presented by Scott Fuzy**

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

**Vote Unanimous 3-0**

Approval of New LNI Rates: Rates established and provided by the Division of Labor and Industry. New hourly rates are \$37.53 for Maintenance Supervisor and \$29.96 for Maintenance Mechanic.

**Motion to approve new LNI rates as presented by Scott Fuzy**

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

**Vote Unanimous 3-0**

**Approval of Hessco Contract: Motion to approve contract as presented by Mary-Ellen D'Espinosa**

**Second by Scott Fuzy**

**Vote Unanimous 3-0**

**Motion to approve New Business by Mary-Ellen D'Espinosa**  
**Second by Scott Fuzy**  
**Vote Unanimous 3-0**

Old Business:

MAPC Update: ED met with Javier at MAPC and discussed the details of the plan for PR on the possible land acquisition for building additional affordable housing. MAPC will now put together the plan and budget and Javier stated he would get back to MHA by Wednesday.

Net Metering Update/Electric Rate: Credits have begun: Eversource/Constellation/Agilitas sheets provided. ED in communication with Secure Energy to combine billing as Net Metering credits are lower if the bill is split as the credits are based on the total of the Eversource bill. Eversource is for delivery and is lower if the Constellation supply bills are not included on that bill. ED will reach out again to arrange to have discussion with Chad Whittaker now that the Net Metering has started to review the current status and process.

**Motion to approve Old Business by Mary-Ellen D'Espinosa**  
**Second by Scott Fuzy**  
**Vote Unanimous 3-0**

Other Business:

None

Next meeting Friday April 11th at 11AM due to schedules.

**Motion to Adjourn at 4:13 PM by Mary-Ellen D'Espinosa**  
**Second – Scott Fuzy**  
**Vote Unanimous 3-0**

Addendum: Materials Included

Agenda  
Minutes  
Accounts Payable Report  
Work Order Reports  
Annual Plan  
Hessco Contract  
LNI Rate sheet from Division of Labor and Industry  
Agilitas/Net Metering sheets  
Board Member Handbooks

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