

Millis Housing Authority
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March 12th, 2026

The regular monthly meeting of the Millis Housing Authority was held March 12th, 2026 in the community room of the Millis Housing Authority. Meeting to begin at 3:00pm.

Mary-Ellen D'Espinosa, Vice Chairperson - opened @ 3:03pm

Roll Call:

Present

Absent

Carol Baker, Chairwoman

Scott Fuzy

Mary-Ellen D'Espinosa

Carol Mushnick(via conference call)

Also Present: Candace Avery - Executive Director(in person), Karen Bouret-DeMarzo, Ellen Rosenfeld, Robert Weiss, Sharone Small, Barney Heath (all via zoom).

Approval of Minutes for Regular Meeting:

Motion to approve minutes as presented for the February 2026 meeting by Scott Fuzy

Second – Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Approval of Payables from February - March 2026:

Motion to approve payables as presented from February - March 2026 in the amount \$71,435.89 by Scott Fuzy

Second – Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Executive Director Report:

3 vacancies: 2 second floor, 1 first floor, 3 recently leased: all Millis residents as they had local/local veteran priority and preference.

Maintenance Meeting: went very well. Many items addressed, new ipads provided to maintenance staff, and training provided by Bob Hill from PHA network. Agenda items from meeting will be summarized for maintenance staff and will be signed off by each individual at the next meeting.

Uniforms: ED looking into new shirts and sweatshirts for staff to wear daily. All maintenance to complete ethics certification prior to next meeting.

Accountant Reports: still look great and reserves are at 50.15%

Board Certifications: 2 complete. Admin. Assistant will work with Scott to complete his. Carol M. is partially complete.

Ashland: Electrical fire underground Sunday. ED was onsite all of Sunday with Maintenance Supervisor Ryan Denny who had been on call. All power to 8 units affected up and running by generator by end of day. ED worked with EOHLC for emergency response to fix affected area. Digging and electrical work began today with oversight from ED, Construction Supervisor from EOHLC and maintenance staff.

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

Second by Scott Fuzy

Vote Unanimous 4-0

New Business:

Selectboard Summary: Discussion held regarding combining support for Metrowest Project and Millis Housing Authority project. Metrowest will be asking the Town of Millis for funding through the CPC for their project in order to be able to move forward with property purchase and reaching out for their additional grants. All movement on project hinges on the approval of funding through Millis CPC. Metrowest will be developing 48 units and have a website called 1178 Main Street where information regarding the project can be referenced. Millis Housing Authority has been working with the Town of Millis for about two years to collaborate on the transfer of a parcel of property for the future development of 45 affordable housing units. The properties in discussion are the Braun and Cassidy properties. Due to a variation of circumstances both projects are coming to the May town vote at the same time and outreach to the community to inform residents of the nature and purpose of the projects is also happening at the same time in the same forums. Discussion held to try to establish a process that will not confuse the messages being delivered to town residents yet to continue to express the message of the need for the development of both affordable housing projects.

Discussion held regarding the details of both projects and the importance of meeting the May town vote.

Metrowest has a meeting set up for Monday at the Library at 7pm. Discussion held by all regarding the collaboration of Metrowest and the MHA to attend together to answer questions that may arise for both projects. Ellen Rosenfeld and Karen Bouret DeMarzo will also be in attendance.

All involved in the discussion agreed that a positive collaboration of Metrowest and MHA shall be done with presentations and informative discussions moving forward. All are in agreement that providing as much information to the community that helps with the understanding of the need for both developments to support the affordable housing need in Millis is imperative.

MHA is working with MAPC/ Javier Gutierrez with outreach to the community and have the following dates for scheduled events: 3/26, 3/27,4/8, and 4/15. MHA will provide the town and Metrowest with the information for posting and coordination.

All individuals agree that both developments are important and the need for new affordable housing tremendous.

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

Second by Scott Fuzy

Vote Unanimous 4-0

Old Business:

MAPC Update: was included in New Business

Policy Updates: Grievance: Tabled until next month

Motion to approve Old Business by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote Unanimous 4-0

Other Business: None

Motion to Adjourn at 4:55pm by Mary-Ellen D'Espinosa

Second – Scott Fuzy

Vote Unanimous 4-0

Addendum: Materials Included

Agenda

Minutes

Accounts Payable Report

Accountant Report
Policies: Grievance
Work Order Report

