

MILLIS HOUSING AUTHORITY
310 EXCHANGE STREET
MILLIS, MA 02054
508-376-8181



April 11th, 2025
Regular Monthly Meeting, 11:00AM
Community Room

April 11th, 2025

The meeting of the Millis Board of Directors came to order April 11th, 2025 at 11:00AM in the community room of the Millis Housing Authority.

Roll Call:

Chairwoman Carol Baker

Commissioner Mary-Ellen D'Espinosa

Commissioner Carol Mushnick

Commissioner Scott Fuzy

Also Present: Executive Director Candace Avery

Absent:

Minutes:

Motion to approve the minutes of the March 2025 meeting as presented by Scott Fuzy

Second by Mary-Ellen D'Espinosa

Vote approved Unanimously 4-0

Approval of the Payables:

Motion to approve the payables from March-April 2025 in the amount of \$70,530.61 by Mary-Ellen D'Espinosa

Second by Carol Mushnick

Voted Unanimously 4-0

Executive Director's Report:

Vacancies: 5 vacancies. One unit just leased and the next pull list through CHAMP will be done next week. All units are turned over and ready for lease. Information on the pulls from CHAMP that have been done on a regular basis to fill units is provided for review. Many offers, many have declined, received other housing units, and two came to lease and then changed their minds.

Work Orders: All current and done. Maintenance cleaned side of one of the tenant building per their request. Residents are reminded that if they plant flowers or a garden they have to get approval from the office and are responsible for the full maintenance of it themselves. Maintenance also helping with Medfield as the new hire needed assistance with completing multiple turnovers.

Accountant Reports: All look great: reserves continue to grow and all line items are on budget.

Management Agreements: Included for update/review. The agreements expire on 9/30/25. Agreements will be updated with current figures and will be brought to the next meeting for review and approval.

Once completed they will be provided to Medfield and Ashland. Once finalized by all agencies they will be sent to EOHLC for the final approval.

CASL forms: EOHLC forms for online electronic signatories as they are updating their system. Forms required designation of Signatories and approval by board:

Motion to approve Signatories as Executive Director Candace Avery, Chairwoman Carol Baker, and Commissioner Mary-Ellen D'Espinosa.

Executive Director: Motion by Scott Fuzy, Second by Mary—Ellen D'Espinosa

Chairwoman Carol Baker: Motion by Mary-Ellen D'Espinosa, Second by Scott Fuzy

Commissioner Mary-Ellen D'Espinosa: Motion by Carol Mushnick, Second by Scott Fuzy

Final Vote to approve all Signatories by Mary-Ellen D'Espinosa

Second by Scott Fuzy

Vote Unanimously 4-0

Cigarette Smoke Detectors: They are detectors specifically made to notify HA of smoking in units. ED is working with IT to get best product and pricing and will keep board updated.

Utility Allowances: Provided by the Dedham Housing Authority who administers the Section 8 program for the MHA.

Presented for review and approval.

Motion to approve Utility Allowances as presented by Mary-Ellen D'Espinosa

Second by Carol Mushnick

Vote Unanimous 4-0

Public Records request: Received from Chris McCue Potts. ED provided all information to Attorney Driscoll immediately to be forwarded to Ms. Potts. Town also contacted ED to inform her that they also received a Public Records Request and had responded. Response due by 4/15/25.

Carol Mushnick: Welcome back to filling seat for remainder of term! Appeal sent to town and approved: Letter of approval provided for review.

Motion to approve ED Report by Mary-Ellen D'Espinosa

Second by Carol Mushnick

Vote approved Unanimously 4-0

New Business:

COA meeting: All went wonderfully. ED presented with the Board for COA. Topics included the property, transportation issues, CHAMP, and the possibility of building future affordable housing.

The BEAR project that is being held at the COA also discussed: Proceeds go to schools and charities. ED would like to purchase bears for the authority in support of program.

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

Second by Scott Fuzy

Vote approved Unanimously 4-0

Old Business:

MAPC/Land Acquisition: MAPC revisiting application for approval. Hope is that MAPC will approve funding and that we can begin the meetings and positive PR for development within the month. ED will keep board posted on progress. Commissioner D'Espinosa will also look into reviewing slides and websites online for the building and development.

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

Second by Scott Fuzy

Vote approved Unanimously 4-0

Other Business:

Commissioner D'Espinosa: Review of websites for MHA and town. Update any information that needs to be updated. Town site looks updated. ED will add additional information to MHA website with PHA network.

Adjournment:

Motion to Adjourn at 12:20pm by Mary-Ellen D'Espinosa

Second by Scott Fuzy

Vote Unanimous 4-0

List of Documents and Other Exhibits Used at the Meeting:

- a. Agenda
- b. March 2025 Meeting Minutes
- c. Accounts Payable Report: March-April 2025
- d. Accountant Reports: March 2025
- e. Work Order Report March-April 2025
- f. 2025 Utility Allowances
- g. Management Agreements: Medfield/Ashland
- h. Letter of Approval: Commissioner Carol Mushnick
- i. EOHLC CASL Form

Respectfully Submitted by Candace Avery, Executive Director