Millis Housing Authority
310 Exchange Street
Millis, MA 02054
Phone - 508-376-8181
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August 12th, 2025

The regular monthly meeting of the Millis Housing Authority was held August 12th, 2025 in the community room of the Millis Housing Authority. Meeting to begin at 3:00pm.

Carol Baker- Chairperson - opened @ 3:04 PM

Roll Call:

Present	Absent
Carol Baker, Chairwoman	
Scott Fuzy	
Mary-Ellen D'Espinosa	
	Carol Mushnick

Also Present: Candace Avery - Executive Director, Resident Attendees (see sign in sheet)

<u>Approval of Minutes for Regular August 12th, 2025 Meeting:</u>
Motion to approve minutes as presented for August 12th, 2025 by Scott Fuzy
Second – Mary-Ellen D'Espinosa
Vote Unanimous 3-0

<u>Approval of Payables from June - August 2025:</u>
Motion to approve payables as presented from June - August 2025 in the amount $186,459.76 by Mary-Ellen D'Espinosa
Second – Scott Fuzy
Vote Unanimous 3-0

<u>Executive Director Report:</u>
4 vacancies: 3 1st floor, 1 second floor. All in process of lease. ED will be completing Monday with Cybersense to fill remaining units. One unit filled with an internal transfer for medical situation (handicap unit).
Work Order report: provided to board for review as the packet was very large. All work orders are being done in real time along with preventative maintenance, landscaping, and unit turnovers and daily maintenance.
Emergency Team Meeting: ED attended as the rep. for the MHA. Others in attendance were the heads of all town department including fire, police, town manager/assistant, COA, board of health, DPW, and Animal Control. All went great and was incredibly informative. We have new forms for pet ownership and animal control helped with one of our family situations. The fire department will also be implementing and new system for emergency information relating to residents of MHA and the town. ED will work with Chief Barrett in implementation and a new Emergency Response Policy.
Recertifications: complete and inspections will be scheduled for September/October.
Projects in Process:
Daniels Street: Kick off meeting complete. $175,000.00 for the lowest bid (copy of contract completed by EOHLC included) Permitting in process by contract and project should begin by the end of august.
Exterior Doors: King/Kennedy: in design

Event: ED will coordinate fall meeting and will reach out to fire/police/Dia Feliz/ RSC/ State Representatives to present. We will also be holding Flu/Covid Clinic on October 1st with Metrowest Pharmacy for residents in the Community Room.

Motion to approve Executive Director's Report as presented by Scott Fuzy
Second by Mary-Ellen D'Espinosa
Vote Unanimous 3 -0

New Business:
RSC: Contract Update: Changes reviewed for approval
Motion to approve updates on RSC Contract by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Daniels Street Project: Review and Approve Contract provided in the amount of $175,000.00
Motion to approve contract as presented by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Year End: Review and Approval. FYE is 6/30/25
Motion to approve Year End for FYE 6/30/25 as presented by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Appointment of Carol Baker to Community Preservation Committee
Motion to re-appoint Carol Baker as Affordable Housing Representative by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Motion made to approve the New Business by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Old Business:
Management Agreements: Final Review and approval
Motion to approve the Management Agreements as presented for the renewal of the Medfield and Ashland Housing Authorities by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
ED Contract final updates by EOHLC
Motion to approve the ED Contract updates by EOHLC as presented by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0
Policy updates: Table until September
Net Metering: Savings report provided by Agilitas from 7/2024 – 7/2025. MHA has also been asked if they would like to host for Agilitas Net Metering. If so, ED will reach out for Agilitas to present next meeting. It would be an additional $6500.00 per year in savings. Board interested in obtaining additional information. ED will look to have a rep. attend next meeting.
MAPC Update: Javier is looking for additional contact information for organizations and individuals to reach out to. Information provided to Javier and he will be setting up meetings to move the process forward.
Motion to approve Old Business by Mary-Ellen D'Espinosa
Second by Scott Fuzy
Vote Unanimous 3-0

Other Business:
Resident Barbara Vellieux asked if the MHA would look into tenant fire drills as when an alarm went off in a building residents did not evacuate. Discussion held and ED will look to set up meeting with Chief Barrett to hold drills with residents. She also asked if her bedroom light could be replaced as it is delayed when turned on. ED explained the work order process but informed her the she would make work order for replacement of light.
Jeanne Imbert asked when the resident rolling cart would be replaced as the last one was stolen. ED informed her that the cart was ordered and should arrive shortly. Cart is used to assist residents with packages and groceries.

Motion to Adjourn at 4:25pm by Mary-Ellen D'Espinosa
Second – Scott Fuzy
Vote Unanimous 3-0

Addendum: Materials Included
Agenda
Minutes
Accounts Payable Report
Work Order Reports
Policies: Tabled
Hessco Contract
Management Agreements
ED contract
Net Metering Report
Daniels Street Project Contract
Year End Reports