

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA 01821

508-881-2450

November 24<sup>th</sup>, 2025

The meeting of the Ashland Board of Directors came to order at 3:58pm in the community room of the Ashland Housing Authority.

Roll Call:

Absent:

None

Chairman Richard Maher

Commissioner Jim Neilsen

Commissioner Deb Neilsen

Commissioner Carolyn Beaton

Also Present: Executive Director Candace Avery, Ashland Residents

Minutes:

Motion to approve the minutes of the November 3<sup>rd</sup>, 2025 meeting as presented by Carolyn Beaton

Second by Jim Neilsen

Vote approved Unanimously 4-0

Approval of the Payables:

Motion to approve the payables for the October - November 2025 in the amount of \$23,202.00 by Jim Neilsen

Second by Deb Neilsen

Voted Unanimously 4-0

Executive Director's Report:

2 vacant units: this puts the AHA at 5% vacancy rate so we are eligible under the vacancy initiative for the unit turnover costs. ED will submit all information to our HMS at EOHLC for the reimbursement Work Orders: being done in real time and are up to date along with unit turnovers, inspection repairs, and preventative maintenance. Bill is doing an excellent job. Report provided but additional work orders are in process of entry

Truck: ED has been approached by a resident that has someone who would be interested in taking the truck for scrap. ED would like Commissioner feedback on if this option is a consideration as the truck can not be repaired or used. It will not pass inspection. Otherwise ED would like permission to reach out to EOHLC for disposition information. Discussion: Commissioners would like ED to reach out to EOHLC. ED will reach out. Commissioners feel that the engine and parts have value and prices should be obtained. ED will begin process.

Food Stamps: Benefits were not cut and residents food benefits are still secure.

Great Thank you to Commissioner Carolyn Beaton for identifying the Curtis Family organization that ED was able to contact to get meals delivered to all residents for the holidays. They are also offering to do Christmas and have offered a card program for residents to receive from the school children at Valentines Day. Thank you so much!

Accountant Reports: Reserves continue to be low due to water replacement costs and mini split maintenance costs. ED working with EOHL and CapHub for reimbursement of a portion of these fees which will boost reserves.

Parking Lot Re-Striping: Project on hold until spring due to weather. Bids were very difficult to get as the job is small. ED will reach out for new bids come spring.

DPW: Bill went to DPW again regarding the pot hole and having them fill it as it is on town property. They are still declining to fix. ED will reach out to them to follow up.

Shirley: She has resigned and her end Date is 12/18. ED will post ad tomorrow and begin interviews as soon as there are responses (may need Shirley to stay a bit longer due to holidays and events).

Springwell: RSC – will do presentation on 12/5 at noon for the residents. They will highlight the services they provide and will talk about events they will provide for residents. All are welcome to attend.

ED spoke to landscaper. He will immediately implement a set schedule and fee processing for mowing and cleanup process. He will limit any cleanup unless necessary and if something unexpected arises he will reach out to ED for approval before completing any work.

Motion to approve ED Report by Jim Neilsen

Second by Carolyn Beaton

Vote approved Unanimously 4-0

#### Old Business:

Policy Updates: Procurement Policy: provided for review: most current copy approved by Medfield Housing was provided for review and comparison. Tabled until next meeting.

Press Policy: Commissioners did not agree with all wording. Commissioner Deb Neilsen did not agree with inability to speak with press regarding matters. ED suggested that Commissioners take further review and bring back suggestions for changes to the next meeting. ED will also provide feedback to the Attorney so that they can begin revision accordingly as well.

Net Metering Host Contract: ED and Chairwoman Baker of Millis, who specializes in contract review, finalized the contracts and ED executed last week. Contracts are provided for review. Liability clause, automatic renewal clause, and higher bonus for executing contract were negotiated. The change eliminated any liability for the AHA or MHA, the contract will not automatically renew and it can be exited at any time if AHA or MHA are unhappy with the program. Both AHA and MHA will receive a \$20,000.00 sign on bonus which will be received by next week. This will dramatically help increase reserves. The AHA and MHA will then receive \$15,000.00 annually and this will increase by 3% each year.

Motion to approve Old Business by Jim Neilsen

Second by Deb Neilsen

Vote Unanimous 4-0

#### New Business:

Generator Project: Has gone out to bid and project being overseen by EOHL and Designer. Award should be made to low bidder by next meeting and will be provided to board for review and approval.

Year End Review/Certifications: Year end reports reviewed by ED with Commissioners and Certification forms provided to board for approval.

Motion to approve Year End as presented by Jim Neilsen

Second by Deb Neilsen

Vote Unanimous: 4-0

Motion to approve New Business by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 4-0

Tenant Open Forum: none

Adjournment:

Motion to Adjourn at 5:14pm by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 4-0

Materials Provided:

Agenda

Minutes

Payables

Year End Reports and Certifications

Policies: Press and Procurement

Net Metering Contracts