

**ASHLAND HOUSING AUTHORITY  
59 PARK ROAD  
ASHLAND, MA  
508-881-2450**



**REGULAR MONTHLY MEETING DECEMBER 23RD 4:30PM, PRECEDING TENANT HOLIDAY PARTY  
COMMUNITY ROOM**

The Regular Monthly Meeting of the Ashland Board of Directors came to order at 4:37 p.m. December 23rd, 2024 in the community room of the Ashland Housing Authority, preceding the tenant holiday party.

**Roll Call:**

**Present:** Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jim Neilsen, Commissioner Deb Neilsen, Commissioner Jon Fetherston(following start of meeting as meeting began early to accommodate holiday party).

**Absent:** none

**Others Present:** Ashland Residents

**Approval of Minutes for the regular November 2024 meeting:**

**Motion to approve the minutes for the November 2024 regular monthly meeting by Jon Fetherston, Seconded by Jim Neilsen. Voted Unanimously 4-0.**

**Approval of the Payables from November-December 2024, and Accountant Balance Sheets**

**Motion to approve the payables and reports from November-December 2024 in the amount of \$27,405.59 by Deb Neilsen, Seconded by Jim Neilsen. Voted Unanimously 4-0.**

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**Executive Director's Report:**

**Accountant Reports:**

Accountant Reports: Reserves are at 6.92% and will continue to grow as eviction/legal costs have finished.

Reserves will also grow with Budget Augmentation that was submitted to HLC and has been approved as well as when the Net Metering funds begin to be received.

Work Orders: Reports are unavailable but work orders are being done and maintained by the Millis and Medfield maintenance staff. Eric (landscaper) is completing snow removal as well. ED will begin advertising for the position after the holidays.

Annual inspections: ED completed the inspections and work orders for any deficiency will be made and completed following the holidays.

Budget: Approved. Once the augmentation is received it will bring the reserves back to 35%.

Alarm Company contract: up for renewal and provided in packet for board review and approval. Discussion held and board in agreement to renew contract as presented.

Net Metering: Should receive first check by next month

**Motion to approve ED Report as presented by Deb Neilsen, Seconded by Jim Neilsen. Vote Unanimous 5-0.**

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**New Business:**

**Project Update:** No current active projects. Next project in pipeline is for the installation of the Emergency Generator. Most likely project will begin in spring.

ED will be reaching out for ADA money from HLC to upgrade a percentage of 1<sup>st</sup> floor units for handicap accessibility. Funding in newest PHN from HLC and ED will keep board informed on progress.

**Motion to approve New Business by Jon Fetherston, Second by Jim Neilsen. Voted Unanimously 5-0**

**Old Business: Landscaping Results**

**Landscaping:** Going very well. Eric doing a great job and has updated his billing system to send invoices on consistent basis.

**Inspection Results:** Discussed in ED report as well. Overall inspections went great and are complete. Minisplit filters also cleaned as needed in units by ED during inspections.

**Motion to approve Old Business by Carolyn Beaton, Seconded by Jim Neilsen. Voted Unanimously 5-0.**

**Tenant Open Forum/Other Business:** Mr. and Mrs. Gill in attendance. Mr Gill spoke about the parking lot and making adjustments with signage and or speed bumps so that people drive slower and safer-ED informed him that we are looking into the best way to address the matter. They also spoke to the owners of Mauro's restaurant in Ashland who would like to help provided food for residents. ED will go to see owners to discuss further and thanked the Gill's for their wonderful suggestions and assistance.

**Adjournment:** Motion to adjourn at 5:01pm by Jon Fetherston, Seconded by Carolyn Beaton. Next meeting is Monday January 27th, 2025 at 5:00pm.

**Voted Unanimous 5-0**

**Materials Provided:**

Agenda, Minutes, Accountant Reports, Payable Reports, Relay Alarm Contract