

New ✓

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA 01821

508-881-2450

March 23rd, 2026

The meeting of the Ashland Board of Directors came to order at 4:30pm in the community room of the Ashland Housing Authority. Chairman Richard Maher opened meeting at 4:40pm

Roll Call:

Absent:

Chairman Richard Maher
Commissioner Jim Neilsen

Commissioner Deb Neilsen

Commissioner Carolyn Beaton

Also Present: Executive Director Candace Avery

Minutes:

Motion to approve the minutes of the February 9th, 2026 meeting as presented by Carolyn Beaton

Second by Jim Neilsen

Vote approved Unanimously 3-0

Approval of the Payables:

Motion to approve the payables for February – March 2026 in the amount of \$66,067.98 by Jim Neilsen

Second by Carolyn Beaton

Voted Unanimously 3-0

Executive Director's Report:

2 vacant units: all in process of lease. Ali is working on the CHAMP program with Beth from Cybersense to complete all of the necessary information in the CHAMP system. This has caused a small delay but all will be complete by the start of April.

Accountant Reports: Reserves growing and figures look good. TAR is high but Ali has already sent letters to all tenants owing money to get receivable down.

Ali: Doing a great job with all of her training and learning of the systems. She has been training directly with Kaliah from EOHLC for audit requirements and vacancy information, Beth for CHAMP and leasing information, Rick for accounting and all of our financial entries/reporting, and me for all of the day to day. Ali is renegotiating rates on landscaping, answering service, and payroll companies. She is a quick learner and has been very well received by staff, residents, and contractors.

Maintenance: Bill is doing an amazing job. We had a maintenance meeting and he offered great input for uniforms, contractor suggestions, and procedural input. We are starting a random drug testing program for maintenance protection, we are ordering new uniforms, and they got training on the ipad



systems. All work orders are up to date as you will see by reports provided. He has also been assisting with Medfield truck maintenance and truly stepped up in overseeing emergency issue in Ashland.

LNI Rates: Rate release form provided for review. EOHLC is working with the LNI to renegotiate the rates. ED will provide updated rates for approval at next meeting.

Board Certifications: Confirmation for completion. Please let ED know if you have any issues completing.

Board Seat: members reminded to reach out for any interested individual to fill open State Appointee seat. ED will also reach out to Ashland Town Hall.

RSC: Doing well. Conference call held with Springwell to review progress and work to implement events such as trivia and bingo. Will hold a tenant meeting to introduce RSC to residents as well.

Motion to approve ED Report by Jim Neilsen

Second by Carolyn Beaton

Vote approved Unanimously 3-0

Old Business:

Policy Updates:

Board Certifications: Two complete, Two in process. If having trouble logging into system for completion please reach out to EOHLC Kathryn Swain for assistance. Email for contact has been provided.

Policy Review: Grievance: Table until next month

Motion to approve Old Business by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

New Business:

Fire Event at AHA: There was an underground electrical fire on the AHA property that knocked the power out for 8 apartments. ED and maintenance staff responded immediately along with electricians, Eversource, Dig Safe, and EOHLC to respond and get power up and running to the affected units. All power was restored within 12 hours. Affected residents had access to power and heat in the Community Room at all times. ED and Maintenance staff ensure that all residents were safe and informed of what was happening on the property. ED and Maintenance staff also worked diligently with EOHLC and the Property Insurance company to find issue and fix appropriately. Documentation kept throughout the entire process and will be provided to the board.

Commissioner Beaton asked if the pot hold at the end of the back parking lot could be fixed with the paving that will have to be done to repair site work – ED informed her that yes the contractor will repair and also cleared with EOHLC.

Commissioner Neilsen requested that when issues such as this arise that the board be informed immediately so they are aware of what is happening and can assist when possible. ED responded that she and staff went into an immediate Emergency Response mode and informing all members of the board was an oversight. Chairman Maher was aware of the matter and progress as he is also a tenant on the property. Moving forward ED will absolutely make all members aware in real time of any Emergency matter that may arise.

Motion to approve New Business as presented by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Tenant Open Forum: none

Adjournment:

Motion to Adjourn at 5:26pm by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Materials Provided:

Agenda

Minutes

Payables

Accountant Report

Work Order Report

Policies: Grievance Policy

LNI rate sheet