

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

REGULAR MONTHLY MEETING

OCTOBER 24TH, 2023

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:19 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jon Fetherston, Commissioner Jim Neilsen

Absent: Commissioner Deborah Neilsen

Others Present: None

Approval of the Minutes of the September 2023 meeting:

Motion by Jim Neilsen to approve the Minutes of the September 2023 meeting.

Second by Carolyn Beaton

Vote: Unanimous 4-0

Approval of the Payables: September - October 2023:

Motion by Jim Neilsen to approve the payables in the amount of \$14,561.98

Second by Carolyn Beaton

Vote: Unanimous 4-0

Executive Directors Report:

1 vacancy – transferred tenant from 1st floor unit to second due to BB issue. 1st floor unit is in process of turnover and lease.

Work Orders – being divided between Sam and John. We are in process of looking for maintenance man and may need to look at snow removal companies temporarily. We will start obtaining pricing.

Does the AHA want to pick up conversation regarding obtaining property to build additional affordable housing or converting the current housing as previously discussed?

ED in process of obtaining Net Metering quotes still and will provide contract as soon as it is done.

Tenant meeting will be held on Friday

Inspections will begin next week

Motion by Jon Fetherston to approve ED report as presented

Second by Jim Neilsen

Vote: Unanimous 4-0

New Business:

Property/Resident Update: Property has had massive Bed Bug infestation. Exterminator has been heating units as they have been identified. He will be completing the inspections with the ED to identify any other units that may be affected so that we can stop the infestation from spreading. It has been very costly and ED will try to get reimbursement from EOHLC for the expenses under emergency funding.

Tenant eviction case: Flynn Law Group putting together Injunction and ED will provide to the board as soon as it is received. Resident still continues to monopolize the Community room, Laundry, and harass tenants. ED continues to inform residents to call police if they are harassed by the individual. Gonzalez paperwork once again sent to Sarah O'leary, attorney for EOHLC. She will handle as she has stated.

Champ/Vacancy update: EOHLC has temporarily updated CHAMP and locals are coming to the top of the list. Board is encouraged to continue to advocate for the changes to remain permanent.

Budgets: approved

Motion to accept New Business by Jim Neilsen

Second by Jon Fetherston

Vote: Unanimous 4-0

Old Business:

Project Update: Refrigerator Project: Complete: Vote for Final Completion:

Motion by Jon Fetherston

Second Carolyn Beaton

Vote Unanimous 4-0

Storm Doors: Change order of \$3500.00 needed. Has been approved by EOHLC and product will be ordered.

Motion to approve Old Business by Jon Fetherston

Second by Jim Neilsen

Vote: Unanimous 4-0

Other Business: Commissioner Carolyn Beaton asked if there was any additional complaints from previous Maintenance Man John Bahrakis: None recently.

Motion to Adjourn at 6:19pm by Jon Fetherston, Seconded by Jim Neilsen. Voted Unanimously 4-0. Next meeting Monday November 27th, 2023 at 5:00pm.

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450

REGULAR MONTHLY MEETING

NOVEMBER 27TH, 2023

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:06 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jon Fetherston, Commissioner Deb Neilsen

Absent: Commissioner Jim Neilsen

Others Present: None

Approval of the Minutes of the October 2023 meeting:

Motion by Jon Fetherston to approve the Minutes of the October 2023 meeting.

Second by Carolyn Beaton

Vote: Unanimous 4-0

Approval of the Payables: October - November 2023:

Motion by Deb Neilsen to approve the payables in the amount of \$14,428.44

Second by Jon Fetherston

Vote: Unanimous 4-0

Executive Directors Report:

1 vacancy – in process of unit turnover. Needed to wait for clearance from exterminator due to bed bug issue. CHAMP pull has been done already to lease unit.

Work Orders – being divided between Sam and John. We are in process of looking for maintenance man and may need to look at snow removal companies temporarily. We will start obtaining pricing.

Accountant reports: all look great. Everything on budget.

Holiday Event: need to confirm date: food will be done by TJ's, tenant from Millis will DJ event and chocolates will be given to tenants again from Watsons. We will have a sign up sheet so we have an idea of how many will be attending. Residents are going to decorate community room over the weekend. Event will be held Monday the 18th at 5pm. Board meeting will precede event at 4:30pm.

Inspections: rescheduled to the 11th due to bedbug situation.

Gift card for Mr. Giles: ED will get gift card for him as he has done so much for the landscaping.

Board agrees: \$100 gift card will be purchased.

Motion by Deb Neilsen to approve ED report as presented



Second by Jon Fetherston

Vote: Unanimous 4-0

New Business:

Property/Resident Update: Bed Bug matter under control. ED now working on reimbursement for extraordinary expense from EOHLC.

Tenant eviction case: Flynn Law Group putting together Injunction and ED will provide to the board as soon as it is received. Resident still continues to monopolize the Community room, Laundry, and harass tenants. ED continues to inform residents to call police if they are harassed by the individual. Law firm would like witnesses to attend hearing. ED will update as date gets closer.

Champ/Vacancy update: EOHLC has temporarily updated CHAMP and locals are coming to the top of the list. Board is encouraged to continue to advocate for the changes to remain permanent.

Year End forms: Lead and Top 5: Vote to approve as presented: Motion by Jon Fetherston, Second by Carolyn Beaton. Vote Unanimous 4-0.

Motion to accept New Business by Jon Fetherston

Second by Carolyn Beaton

Vote: Unanimous 4-0

Old Business:

Project Update: storm door product should arrive in two weeks for installation.

Holiday Event: 18th at 5pm. Meeting to precede event at 4:30pm.

Board Meeting: confirm change of days due to member availability: Board confirmed meetings now to be held the 4th Monday of each month at 5pm.

Motion to approve Old Business by Jon Fetherston

Second by Jim Neilsen

Vote: Unanimous 4-0

Motion to Adjourn at 6:05pm by Jon Fetherston, Seconded by Carolyn Beaton. Voted Unanimously 4-0. Next meeting Monday December 18th at 4:30pm prior to holiday event.

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450

REGULAR MONTHLY MEETING-PRECEDING HOLIDAY EVENT

4:00PM

DECEMBER 18TH, 2023

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 4:41 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jim Neilsen, Commissioner Deb Neilsen

Absent: Commissioner Jon Fetherston

Others Present: None

Approval of the Minutes of the November 2023 meeting:

Motion by Deb Neilsen to approve the Minutes of the November 2023 meeting.

Second by Jim Neilsen

Vote: Unanimous 4-0

Approval of the Payables: November - December 2023:

Motion by Deb Neilsen to approve the payables in the amount of \$27,928.78

Second by Jim Neilsen

Vote: Unanimous 4-0

Executive Directors Report:

1 vacancy – had not been turned over or leased due to bed bug issue. Bed bug matter is complete and unit is in process of lease and turnover. Will be fully leased by next month.

Work Orders – being divided between Sam and John. We are in process of looking for maintenance man. Board asked for recommendations for snow removal services. Commissioner Deb Neilsen provided information on an individual in town and will send information to ED to contact. ED will do immediately as snow is coming soon and process for removal needs to be put in place..

Accountant reports: all look great. Everything on budget.

\$100 gift card will be purchased along with card for Mr. Giles. Will be given to him at dinner.

Regional PILOT attorney agreement with EOHLIC provided to board for approval for additional funding for legal fees.

Motion by Deb Neilsen to approve ED report and PILOT contract as presented

Second by Carolyn Beaton

Vote: Unanimous 4-0

Old Business:

Property/Resident Update: Bed Bug matter under control. ED now working on reimbursement for extraordinary expense from EOHLC.

Tenant eviction case: Flynn Law Group putting together Injunction and ED will provide to the board as soon as it is received. Resident still continues to monopolize the Community room, Laundry, and harass tenants. ED continues to inform residents to call police if they are harassed by the individual. Law firm would like witnesses to attend hearing. ED will update as date gets closer.

Champ/Vacancy update: EOHLC has temporarily updated CHAMP and locals are coming to the top of the list. Board is encouraged to continue to advocate for the changes to remain permanent.

Maintenance Position: many responses to ad placed in Community Newspaper – no responses to calls/emails made by ED to interview.

Inspections: Complete. Work Orders will be made to correct any deficiencies. John and Sam will complete.

PMR: will be done onsite by EOHLC on January 25th. ED will update board on outcome and will provide final report when available

Motion to accept Old Business by Jim Nielsen

Second by Deb Neilsen

Vote: Unanimous 4-0

New Business:

none

Motion to Adjourn at 4:57pm by Deb Neilsen, Seconded by Jim Neilsen. Voted Unanimously 4-0.
Next meeting Monday January 22nd at 5:00pm.

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA 01721

508-881-2450



January 22nd, 2024

The meeting of the Ashland Board of Directors came to order at 5:07pm in the community room of the Ashland Housing Authority.

Roll Call:

Chairman Richard Maher

Commissioner Carolyn Beaton

Commissioner Jim Neilsen

Commissioner Deb Neilsen

Also Present: Executive Director Candace Avery

Absent:

Jon Fetherston

Minutes:

Motion to approve the minute of the December 2023 meeting as presented by Deb Neilsen

Second by Jim Neilsen

Vote approved Unanimously 4-0

Approval of the Payables:

Motion to approve the payables as presented in the amount of \$61,151.90 by Deb Neilsen

Second by Carolyn Beaton

Vote approved Unanimously 4-0

Executive Director's Report:

0 vacancies: Fully Leased

Work Order Report: John and Sam from Millis and Medfield have been covering maintenance while we are in search of a new part time maintenance man for Ashland. They are working on updating the work order reports so it is not current although all work orders are complete and current including preventative maintenance. Our new part time maintenance man is Bill Albertini and once he is settled. We will have him attend the next meeting to introduce himself to the board.

Accountant Reports: all look good and all line items on budget. Extermination for bed bugs has been the biggest issue and ED working on reimbursement from EoHLC. ED will review with HMS during PMR this month

Audit: Thursday. ED will provide report when ready.

Storm Door Project: postponed until weather warms up: cant be done due to product issues until weather is above 50 degrees

Sullivan Matter; AHA was awarded the injunction: Mr. Sullivan was to turn in community room keys and did not: was restricted from any use of the community room but still went in: police called and he was

told to leave area. ED will deliver a copy of injunction to the Police Dept. Also, violation of injunction filed to have him removed from property for violation.

Snow Removal company: will be used for rest of season and going great. They used a lot of salt but they have been making adjustments to make up for it. Savings in labor as we have not had a maintenance man. Will even out in budget

Comcast: billing provided and they have been set up to do installation. Will save roughly \$200/month as provided in breakdown:

Motion to approve Comcast billing for new service by Deb Neilsen

Second by Carolyn Beaton

Vote Unanimous 4-0

Vote to approve Executive Director Report as presented by Deb Neilsen

Second by Jim Neilsen

Vote Unanimous 4-0

Old Business:

Project Update: Covered in ED report

Resident Update: Covered in ED report

New Business: none

Tenant Open Forum: none

Adjournment:

Motion to Adjourn at 6:08pm by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 4-0

Next meeting February 26th, 2024 at 5:00pm

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

**REGULAR MONTHLY MEETING FEBRUARY 20TH, 2024 5:00PM
COMMUNITY ROOM**

The Regular Monthly Meeting of the Ashland Board of Directors came to order at 5:05 p.m. February 20th, 2024 in the community room of the Ashland Housing Authority.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jim Neilsen, Commissioner Deb Neilsen

Absent: Commissioner Jon Fetherston

Approval of Minutes for the regular January 2024 meeting:

Motion to approve the minutes for the January 2024 regular monthly meeting by Jim Neilsen, Seconded by Carolyn Beaton. Voted Unanimously 4-0.

Approval of the Payables from January – February 2024, and Accountant Balance Sheets

Motion to approve the payables from January – February 2024 in the amount of \$19,741.46 by Jim Neilsen, Seconded by Carolyn Beaton. Voted Unanimously 4-0.

Executive Director's Report:

Accountant Reports:

All look great and reserves continue to build: biggest draw on reserve balance is extermination fees for bed bugs which ED is working on getting reimbursed through EOHLC, and eviction fees for legal services.

Vacancies: 0 Fully leased but will have one open next month

Work Orders: Maintenance being trained monthly, He is learning and creating his process for routine and preventative maintenance. At one of the upcoming meetings ED will have Bill attend to meet board. For snow removal and possible landscaping we continue to use subcontractor until he has been fully trained.

PMR: reports provided to board for review. All went great. Emergency finding on one unit that the alarm company was in process of replacing the hardwired fire alarm heads. ED had been working on the matter continuously with alarm company to no avail, but with recognition from EOHLC FMS ED was able to get management at alarm company to respond and resolve installation issue within less than 24hrs.

Ethics Certification: Board must do every year. Eohlc should be notifying members via email directly when they are due to recertify. ED encourages members to be proactive in certifying ahead of time if they know they are due.: please provide certification completion form to ED for files.

Commissioner Fetherston suggested meeting with Conservation Commission and putting together an event. ED asking board for thoughts on timing and what they would like to do for the event: ED felt spring the best option to do meeting outside, and suggested reaching out to community members to attend. ED will follow up with Commissioner Fetherston and CPC to coordinate.

Next week ED will be out to bring daughter to study abroad and get her settled into new school. All staff oriented and ED will be available by email and text and zoom.

Motion to approve ED Report as presented by Jim Neilsen, Seconded by Carolyn Beaton. Vote Unanimous 4-0.

New Business:

NONE

Old Business:

Property Update: We will continue to utilize the subcontractor for the snow removal through next months' storms.

Resident Update: Tomorrow is the injunction hearing for violation. ED will update the board on outcome.

Motion to approve Old Business by Jim Neilsen, Seconded by Carolyn Beaton.

Voted Unanimously 4-0.

Tenant Open Forum/Other Business:

ED will call town hall for elected position expiration dates for Board members.

Adjournment: Motion to adjourn at 5:58 pm by Jim Neilsen, Seconded by Carolyn Beaton. Next meeting is Monday March 25th, 2024 at 5PM.

Voted Unanimous 4-0

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450



REGULAR MONTHLY MEETING 5:00PM

MONDAY, MARCH 25TH, 2024

CONSERVATION COMMISSION MEETING WITH RESIDENTS TO FOLLOW

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:04 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jim Neilsen, Commissioner Jon Fetherston

Absent: Commissioner Deb Neilsen

Others Present: None

Approval of the Minutes of the February 2024 meeting:

Motion by Jim Neilsen to approve the Minutes of the February 2024 meeting.

Second by Carolyn Beaton

Vote: Unanimous 4-0

Approval of the Payables: February – March 2024:

Motion by Carolyn Beaton to approve the payables in the amount of \$42,958.59

Second by Jim Neilsen

Vote: Unanimous 4-0

Executive Directors Report:

1 vacancy – In process of unit turnover. Currently also being provided to the police department to watch the parking lot for individuals that have been vandalizing cars. Waiver will be sent to EOHLC for the unit turnover as it will take additional time to complete. Receipts will be submitted to EOHLC for reimbursement for work completed in the Vacancy Initiative.

Work Orders – Regular call in work orders are being done in real time. Inspection work orders are still in process. Bill is balancing inspection work orders with the unit turnover. He is also still working on getting a routine in place.

Accountant reports: all look great. Everything on budget. Largest expense is for legal fees, which will not lessen until the eviction is complete.

LNI Rates: Approval required for new rates for maintenance. Rate established by the Division of Labor and Industries and is effective for 4/1/2024. New rate of \$31.39/hour.

Motion to approve LNI rate as presented by Jon Fetherston

Second by Carolyn Beaton

Vote Unanimous 4-0

Heat Pumps: Contractors had a conflict in their schedule and were not able to come to execute work today. ED put out notices to residents and informed them that they would complete work on April 22nd – April 26th. ED also explained to residents that the schedule is not in control of the AHA or the ED and that the program is being overseen by the RCAT.

Car Break In: a tenant of AHA had car broken into by vandals within town. ED and staff are working with the police department to identify vandals and have provided the camera footage to them to assist. As noted previously also gave them access to the vacant unit to stake out the lot and hopefully apprehend the offenders. The police dept have informed the AHA that this is a town wide issue and they have been trying to capture them for months.

Furniture for the Community Room: ED will have furniture for community room delivered as soon as the eviction is complete.

Hallway Heaters: it has been noted by ED and staff that an individual of the authority has been turning up the heat on the heaters in the hallway which would account for the increase to the eversource bill. ED and staff have been turning heaters down but ED suggests either shutting breakers off or limiting access. Discussion held and board agreed that restricted covers like that in the community room be placed over the thermostat controls. ED will have maintenance do asap.

Motion by Jon Fetherston

Second by Jim Neilsen

Vote: Unanimous 4-0

Old Business:

Camera Update: Footage of the break in provided to the police as noted in ED report. Suggestion by IT is to put cameras that record color at night in the community room.

Tenant Property Update: Landscaper attending meeting, Eric Pederson, introduced himself to board and presented the work he can do for the summer on the landscaping. This will enable maintenance to finish outstanding work orders and complete unit turnovers, while also establishing a routine. Board agrees to landscaping for this summer. All agree on average of 4 hours every 10 days. Eric can also trim trees and will cover liability insurance through his company. Also discussed was snow removal and all felt very confident that the snow removal was a smooth process and went very well.

Project Update: Storm doors should begin within the next couple of weeks as the weather warms up.

Tenant Update: ED informed board of discussion held between herself and EOHLC. It has been discussed that preventatively due to his aggressive behavior that a police patrol be onsite during eviction week and that staff should not be onsite. If this is to be done EOHLC will authorize the funding through the operating reserve and that if the reserves dip below 35% AHA will not receive a corrective action for it. ED will keep board posted on process. Sheriffs department will handle the eviction.

Motion to accept Old Business by Jon Fetherston

Second by Jim Neilsen

Vote: Unanimous 4-0

New Business:

Net Metering Contract: Presented to board for review and discussion. Chad Whittaker from Net Metering company available for questions if there are any. Board discussed savings for electric bill and agreed that even a minor savings is savings. Agilitas contract is the highest contract of the three researched and has a 5 year term that can be opted out of if there is a problem or AHA dislikes the program. Board Motioned to approve as presented.

Motion to approve Net Metering contract as presented by Jon Fetherston

Seconded by Carolyn Beaton

Vote Unanimous 4-0

Tenant Open Forum: None

Motion to Adjourn at 6:05pm by Jon Fetherston, Seconded by Carolyn Beaton. Voted Unanimously 4-0. Next meeting Monday April 26th at 5:00pm.

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450



REGULAR MONTHLY MEETING 5:00PM

MONDAY, APRIL 22ND, 2024

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:04 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jon Fetherston

Absent: Commissioners Jim and Deb Neilsen

Others Present: None

Approval of the Minutes of the March 2024 meeting:

Motion by Jon Fetherston to approve the Minutes of the March 2024 meeting.

Second by Carolyn Beaton

Vote: Unanimous 3-0

Approval of the Payables: March - April 2024:

Motion by Carolyn Beaton to approve the payables in the amount of \$14,528.12

Second by Jon Fetherston

Vote: Unanimous 3--0

Executive Directors Report:

1 vacancy – In process of unit turnover. Expenses will be covered through the vacancy initiative which has been extended by EOHLC. We also have \$9,969.00 in CIP funding to cover extraordinary expenses as well. 2 additional vacancies will open this month (1 eviction, 1 possible transfer for medical issue)

Work Orders: currently behind due to unit turnover and Bill still adjusting to his schedule. ED will discuss having Medfield and Millis come to help get caught up and complete unit turnovers.

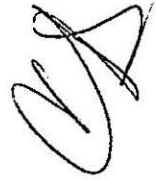
Accountant Reports: All on budget but reserves are very ow. They will recover when the eviction ends. ED is still working with EOHLC for reimbursement on extermination. Rick will also do a budget revision to augments the reserves as well.

CIP: in packet for review. Waiting on the generator project to begin moving forward: EOHLC needs to apply additional funding to the project. Waiting for that approval.

Needs assessment done with RCAT on Tuesday. Motion to approve CIP as presented:

Motion by Jon Fetherston

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



**REGULAR MONTHLY MEETING MAY 28TH, 2024 5:00PM
COMMUNITY ROOM**

The Regular Monthly Meeting of the Ashland Board of Directors came to order at 5:04 p.m. May 28TH, 2024 in the community room of the Ashland Housing Authority.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jim Neilsen, Commissioner Jon Fetherston

Absent: Commissioner Deb Neilsen

Approval of Minutes for the regular April 2024 meeting:

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

Approval of the Payables from April - May 2024, and Accountant Balance Sheets

Motion to approve the payables from April - May 2024 in the amount of \$46,781.53 by Jon Fetherston, Seconded by Jim Neilsen. Voted Unanimously 4-0.

Executive Director's Report:

Accountant Reports:

All look great and reserves are low and need to be rebuilt: biggest draw on reserve balance is extermination fees for bed bugs which ED is working on getting reimbursed through EOHLC, and eviction fees for legal services. Vacancies: 2vacancies. Extensive damage. 1 almost done and 2nd one cleaned by 24 trauma due to human waste on floors of unit. ED applied for extended time for rehab of unit and had unit inspected by EOHLC for approval. Work Orders: Maintenance being trained monthly, He is learning and creating his process for routine and preventative maintenance. At one of the upcoming meetings ED will have Bill attend to meet board. For snow removal and possible landscaping we continue to use subcontractor until he has been fully trained. Monthly maintenance meetings began this month. All went great an staff was provided tshirts that are to be worn daily. Tenant meeting/ice cream social: next month-will be held after board meeting. Board meeting to begin at 4:30 prior to event. Tenants are swirling a bit and getting into arguments with each other. ED is going to hold a tenant meeting next month to address issues

Landscaping: going well. Will need to review at end of season to evaluate if necessary moving forward.

Meeting for July: Bi-month as usual. No meeting will be held.

Motion to approve ED Report as presented by Carolyn Beaton, Seconded by Jon Fetherston. Vote Unanimous 4-0.

New Business:

Aup Results: report provided. All look good and went well. ED filed responses with EOHLC and on AUP site. On top 5 form Accountant will make adjustments and refile updated report.

Old Business:

Property Update: Eviction complete and unit vacated. Storm doors complete and look great: final adjustments will be done within the month. No other projects to be completed until next year per CIP.

Motion to approve Old Business by Carolyn Beaton, Seconded by Jon Fetherston.

Voted Unanimously 4-0.

Tenant Open Forum/Other Business:

None

Adjournment: Motion to adjourn at 6:03 pm by Jon Fetherston, Seconded by Carolyn Beaton. Next meeting is Monday March 24th, 2024 at 4:30PM preceding the tenant event

Voted Unanimous 4-0

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA 01821

508-881-2450



June 24th, 2024

The meeting of the Ashland Board of Directors came to order at 4:27pm in the community room of the Ashland Housing Authority. Meeting preceded the tenant cookout/ice cream social.

Roll Call:

Absent:

None

Commissioner Richard Maher

Commissioner Jim Neilsen

Commissioner Deb Neilsen

Commissioner Carolyn Beaton

Commissioner Jon Fetherston

Also Present: Executive Director Candace Avery, Ashland Residents

Minutes:

Motion to approve the minutes of the May 2024 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 May - June 2024 meeting in the amount of \$19,975.67 by Jim Neilsen

Second by Carolyn Beaton

Voted Unanimously 5-0

Executive Director's Report:

Maintenance Supervisor Bill Albertelli greeted board and introduced himself to board. Board pleased that he accepted the position and is doing well.

2 vacancies: in process of unit turnover and lease. One unit is being leased with an internal transfer for medical necessity so another unit will open when complete. Second unit is from eviction and has extensive damage. It is in process of unit turnover but ED has inspected unit with our FMS from EOHLC to obtain additional funding and extended the waiver to account for the time that will be needed to complete the turnover. ED will keep board informed of the progress

Work Order Report: Bill is still working on his schedule and routine, as well as completing unit turnovers. ED is working with him to help him get into his regular routine. Landscaper is still assisting in the property maintenance to allow Bill time to get acclimated and into a routine. Landscaper doing great job.

Accountant Reports: Reserves are incredibly low due to eviction costs and vacant units that needed to be turned over and leased. Now that eviction is complete and units are being filled with the assistance of the changes made to CHAMP, the reserves should go up steadily. Accountant Richard Shaw will also be doing a budget augmentation to assist with increasing the reserves as well.

Tenant Meeting: Will be held July 12th at 1pm by ED

Meeting with Secretary Augustus: Went great. Karen Spilka was also in attendance and hopefully we will have both come to the property as well to present and do a meet and greet with the tenants.

Motion to approve ED Report by Carolyn Beaton

Second by Jim Neilsen

Vote approved Unanimously 5-0

Old Business:

Project/Property Update: Projects are complete and funding for future projects will begin next year.

Eviction is complete.

Motion to approve Old Business by Carolyn Beaton

Second by Jim Neilsen

Vote Unanimous 5-0

New Business: Approval of the Annual Plan:

No comments or questions on Annual Plan by board or residents.

Motion to approve Annual Plan as presented by Jon Fetherston

Second by Jim Neilsen

Vote Unanimous 5-0

Tenant Open Forum: July is a bi-month. Board and residents reminded that there will not be a meeting
Chairman Richard Maher: touched back on the low reserve levels and expressed concern. AHA must be extremely diligent about expenses. Reiterated was the fact that the reserve level is so low due to Attorney fees for eviction which took 4.5 years, vacancies due to CHAMP issues (now being addressed and fixed by EOHLIC and ASG), and extermination costs for bedbug issues. All of which are complete or resolved. ED again discussed that a budget augmentation will be done by AHA accountant to assist in increasing the reserve level.

Adjournment:

Motion to Adjourn at 5:01pm by Carolyn Beaton

Second by Jim Neilsen

Vote Unanimous 5-0

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450

REGULAR MONTHLY MEETING 5:00PM

MONDAY, SEPTEMBER 23RD, 2024

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:00 pm at 59 Park Road, Ashland, in the Community Room.

Roll Call:

Present: Executive Director Candace Avery, Chairman Richard Maher, Commissioner Carolyn Beaton, Commissioner Jon Fetherston, Commissioner Jim Neilsen, Commissioner Deb Neilsen

Absent: None

Others Present: None

Approval of the Minutes of the June 2024 meeting (meetings not held in July and August):

Motion by Jon Fetherston to approve the Minutes of the June 2024 meeting.

Second by Deb Neilsen

Vote: Unanimous 5-0

Approval of the Payables: July - September 2024:

Motion by Jon Fetherston to approve the payables in the amount of \$58,023.35

Second by Jon Fetherston

Vote: Unanimous 5--0

~~Executive Directors Report:~~

2 vacancies. 1 is extraordinary damage: eviction unit. All bills being recorded to submit to EOHLC. Kitchen approved by FMS to be gutted out and reimbursed to the authority through the CIP. ED received bids and has submitted lowest bid of \$9200 from JJ Gallati to CIP for reimbursement. Work has begun on the remodel. Unit will be filled with an internal transfer from the second floor to the first floor for medical reasons. Vacancy waiver also submitted for the extra time needed to complete unit turnover.

Second unit is in process of turnover and should be done and leased by next week.

Internal transfer will create an additional vacancy next month, along with a vacancy due to tenant moving.

Maintenance: Bill no longer with the AHA. Last day of employment was Friday. He just couldn't work out a schedule that would allow for the maintenance work and unit turnovers to get done in a satisfactory time frame. It was a mutual agreement and Millis maintenance staff will cover Ashland until we hire a new person to fill the position.

Landscaper: will stay on to cover winter snow removal as he has the routine from doing it last year. He is doing great and will submit invoices shortly for board approval and payment.

Projects: storm door final fixes being done now. No projects to be done until spring as we have utilized all available funding.

Annual conference: went great. ED worked with MHP on the sessions moderated. ED suggests we have them return to AHA to evaluate property for repositioning. Discussion can continue over the next months.

MA Nahro training for board members: materials provided to board and members reminded to complete certifications if not done.

Motion to approve Executive Directors report by Deb Neilsen

Second by Carolyn Beaton

Vote Unanimous 5-0

Old Business:

Project Update: Storm doors being completed now. No additional projects to start until spring.

Motion to accept Old Business by Jon Fetherston

Second by Deb Neilsen

Vote: Unanimous 5-0

New Business:

Budget Presentation by Accountant Rick Shaw: Discussion held with commissioners and questions answered. Rick will meet with the board in 6 months for review budget line items. No changes to be made. Board to approve budgets as presented.

Motion by Jon Fetherston to approve budgets as presented.

Second by Jim Neilsen

Vote: Unanimous 5-0

Other Business;

Chairman Maher asked ED to confirm with Metrowest for a date for the administration of the Flu/Covid vaccines to be done at the AHA for residents. ED will confirm and send flyers asap.

Discussion held about trouble in one of the buildings on the property. Tenant has a troubled child that had been causing issues. Board asked that a temporary camera be installed in the front hall that doesn't need to be wired to monitor activity. ED will look into options and have information by next meeting.

Motion to Adjourn at 6:45pm by Jon Fetherston, Seconded by Deb Neilsen. Voted Unanimously 5-0. Next meeting Monday October 28th 5:00pm.