

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450



REGULAR MONTHLY MEETING OCTOBER 28TH, 2024 5:00PM

COMMUNITY ROOM

The Regular Monthly Meeting of the Ashland Board of Directors came to order at 5:02 p.m. October 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 Deb Neilsen Commissioner Jon Fetherston

Absent: None

Others Present: Ashland Residents

Approval of Minutes for the regular October 2024 meeting:

Motion to approve the minutes for the September 2024 regular monthly meeting by Jon Fetherston, Seconded by Carolyn Beaton. Voted Unanimously 5-0. Payable section will have second motion updated and brought back for final vote in November as there was a duplication.

Approval of the Payables from September - October 2024, and Accountant Balance Sheets

Motion to approve the payables and reports from September - October 2024 in the amount of \$28,278.46 by Deb Neilsen, Seconded by Jim Neilsen. Voted Unanimously 5-0.

Question on when the management fee increases: Is it 10/1 or 11/1 – answer is that it increases for 10/1 for the start of the new fiscal year but wont begin until the budget is approved (at which time it is then retroactive to 10/1)

Executive Director's Report:

Accountant Reports:

1 vacancy: 1 additional opening will occur on 11/1/2024 due to an internal transfer for medical reasons from second floor to first floor. Eviction unit will be completely finished with turnover tomorrow after the HVAC company replaces the mini split unit. Cost of the unit turnover due to tenant damage is upwards of \$20,000-\$25,000.00. ED will submit to EOHL for subsidy for extraordinary cost. Unit was reviewed and inspected by FMS from EOHL and RCAT and approved. ED has submitted the kitchen replacement fee for \$9200.00 already and that will be reimbursed to AHA through the CIP. ED will submit all other invoices asap.

Accountant reports are not available for this month as he is working on the fiscal year end reports.

Budgets: not approved yet

Work Orders: No report for this month as Millis is overseeing the property through the management agreement until AHA can hire another Maintenance Supervisor. ED will update the I-pad work order system. Landscaper will do snow removal and Millis staff will cover the regular work orders and unit turnovers. Millis and Medfield will cover on call as well.

Vaccine clinic was held with Metrowest on Tuesday 10/22. It went very well and many residents have switched to Metrowest pharmacy as they deliver prescriptions door to door for them. Next year flu clinic will be held on 10/1/2024 (flu and covid shots administered).

Admin. Fees in CIP: ED processed all admin fees in Cap Hub so this will assist in replenishing the reserve level. Between \$5-8,000.00 in admin fees were processed for ED oversight of the Refrigerator and storm door projects. Net metering: Credits are accumulating and should be processed for next months bill. With augmentation done in budget and these reimbursements the reserve level should be exactly where EOHLG wants it.

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

New Business:

Maintenance: Maintenance man was let go as he could not manage keeping up with unit turnovers and general maintenance. ED will continue looking for new person to fill position through word of mouth and MA Nahro.

Landscaping: Discussion held regarding the bills that have been submitted for mowing season. Landscaper submitted bills at end of season after ED requesting that they be submitted throughout the season. Bills were high and need to be adjusted. Discussion held and review of bills completed. Board unanimously agreed that the bills need to be reduced and an itemized accounting provided for each mow. Board felt negotiation should be made for the fee to be reduced to \$6500.00 for the season and not to exceed that amount. Amount based on fee per mow and how many mows completed per month. ED will speak with landscaper and report back to board with outcome.

Holiday Party: Dates and times: board agreed on Monday December 23rd at 5pm. Meeting will precede event. ED will hire DJ from last year, food will be ordered from TJ's, annual resident chocolate gifts will be ordered from Watsons. Notices will go to all tenants and responses will be requested for attendance for head count for food orders.

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

Old Business: None

Tenant Open Forum/Other Business: Mr. and Mrs. Gill in attendance. Stated they love the AHA and are just glad to be participating and will continue to attend meetings.

Adjournment: Motion to adjourn at 5:51 pm by Jim Neilsen, Seconded by Deb Neilsen. Next meeting is Monday November 25th, 2024 at 5:00pm

Voted Unanimous 5-0

ASHLAND HOUSING AUTHORITY
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REGULAR MONTHLY MEETING NOVEMBER 25TH, 2024 5:00PM
COMMUNITY ROOM

The Regular Monthly Meeting of the Ashland Board of Directors came to order at 5:00 p.m. November 25th, 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: Deb Neilsen

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 October - November 2024, and Accountant Balance Sheets

Motion to approve the payables and reports from October-November 2024 in the amount of \$25,800.97 by Jon Fetherston, Seconded by Jim Neilsen. Voted Unanimously 4-0.

Executive Director's Report:

Accountant Reports:

2 vacancies: 1st floor unit is smoke damaged and kitchen has to be replaced due to another water heater issue. ED has spoken to RCAT about revisiting the water heater project to get it put into the CIP as they are all at their life end and are a major issue. ED has been requesting this to be done for years but funding through EOHLC has not been available. 2nd floor unit turnover is almost done. Both have applicants to lease. Both possibly local. ED putting in for CIP reimbursement for kitchen replacement as well as damage is extensive and whole kitchen has to be gutted and replaced.

Accountant Reports: reserves are under 3%. With augmentation increase the reserves will be at 35% once the budget is approved and when the Net Metering credits are received.

Work Orders: All are current and being done by the Millis Maintenance staff while AHA looks to hire another part time maintenance. Also, maintenance replaced all exterior building light bulbs with new LED ones to better the vision on the property at night. ED will put in for all new fixtures through CIP as they are old. Hallways were also cleaned and snow prep completed.

Inspections: ED will complete December 13th

Tenant Holiday Party: ED has ordered food, DJ secured for entertainment, notices were delivered to tenants and candy bags ordered from Watsons. ED will get final items before party.

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

New Business:

Year End Certifications: Top 5 form, Lead Notification, and Wage Match Certifications all presented for approval.

Motion to approve Year End Forms as presented by Jon Fetherston, Seconded by Carolyn Beaton. Voted Unanimously 4-0.

Old Business: Landscaping Results: ED, Chairman, and Board Members spoke to Landscaper. He absolutely understood and has made the requested adjustments. He will send new itemized breakdown as well as weekly/monthly billing moving forward.

Motion to approve Old Business by Jon Fetherston, Seconded by Carolyn Beaton. Voted Unanimously 4-0.

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. Also, wanted to request that signage be put up to highlight only tenant parking in the lot. ED will look into.

Adjournment: Motion to adjourn at 6:05pm by Jim Neilsen, Seconded by Carolyn Beaton. Next meeting is Monday December 23rd, 2024 at 4:30pm preceding tenant holiday party
Voted Unanimous 4-0

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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 November2024 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.

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.

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 1st 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

ASHLAND HOUSING AUTHORITY
59 PARK ROAD
ASHLAND, MA
REGULAR MONTHLY BOARD MEETING
MONDAY FEBRUARY 24TH, 2025, 5:00PM
ASHLAND COMMUNITY ROOM

AGENDA:

1. OPEN MEETING-ROLL CALL
2. APPROVAL OF MINUTES OF THE JANUARY 2025 MEETING
3. APPROVAL OF THE PAYABLES –JANUARY – FEBRUARY 2025
4. EXECUTIVE DIRECTORS REPORT
5. OLD BUSINESS: STORM DOOR UPDATE
6. NEW BUSINESS: MAINTENANCE POSITION
SPRING EVENT
7. TENANT OPEN FORUM
8. ADJOURNMENT

RG no
Deowner

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

REGULAR MONTHLY MEETING JANUARY 27TH, 2025
COMMUNITY ROOM

The Regular Monthly Meeting of the Ashland Board of Directors came to order January 27th, 2025 at 5:01 p.m. 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 December 2024 meeting:

Motion to approve the minutes for the December 2024 regular monthly meeting by Jon Fetherston, Seconded by Deb Neilsen. Voted Unanimously 5-0.

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

Motion to approve the payables and reports from December 2024- January 2025 in the amount of \$83,005.45 by Jon Fetherston, Seconded by Deb Neilsen. Voted Unanimously 5-0.

Executive Director's Report:

1 vacancy: in process of lease: unit has been turned over

Accountant Reports: Reserves are at 9.37% 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. ED placing ad in the paper this week to advertise for Ashland and Medfield maintenance positions. Also will be posted on the MaNAHRO website.

Net Metering: Should receive first check by next month

Bed Bugs: Have resurfaced in one of the affected units. Exterminator has already been called in and unit will be treated this week.

Signage for the property and parking lot: will be done when the weather warms up. ED will also have the parking lot restriped and parking spots numbered as consideration is being given to assigning parking spots to tenants to eliminate arguments between tenants.

Write offs: Boulter and Joy: Total of \$3267.00. Report enclosed for review. Both tenants are deceased and rent is uncollectable.

Motion to approve write off of \$3267.00 as presented by Jim Neilsen. Seconded by Jon Fetherston. Vote Unanimous 5-0.

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

New Business:

Project Update: Waterheaters: working with EOHL/C Tom Mulvey to get project approved for the replacement of all waterheaters as they are at their life end. We have had to replace 2 kitchens in two first floor units as waterheater leaked and ruined the floors to the point where the kitchens had to be completely redone. They were evaluated by our FMS and RCAT for approval and are covered by the CIP which was approved through HLC. Now a second floor unit has leaked and went into the unit below and affected the fuse box and knocked out the power to the unit. The ceiling will also have to be fixed because of the damage. ED had Metropolitan evaluate the fuse box to ensure safety. ED will keep board updated on the progress.

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

Old Business:

None

Tenant Open Forum/Other Business: Mr. and Mrs. Gill in attendance. Asked about replacing the flag as it is torn. Chairman Maher usually does the replacement through the VFW but is not able to do this time. ED will have flag replaced.

Adjournment: Motion to adjourn at 5:48pm by Jon Fetherston, Seconded by Jim Neilsen. Next meeting is Monday February 24th, 2025 at 5:00pm.

Voted Unanimous 5-0

Materials Provided:

Agenda, Minutes, Accountant Reports, Payable Reports, W/O list

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

REGULAR MONTHLY MEETING MARCH 24TH, 2025
COMMUNITY ROOM

The Regular Monthly Meeting of the Ashland Board of Directors came to order March 24th, 2025 at 5:03 p.m. 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

Absent: none

Approval of Minutes for the regular January 2025 meeting (February meeting No Quorum):

Motion to approve the minutes for the January 2025 regular monthly meeting by Jim Neilsen, Seconded by Deb Neilsen. Voted Unanimously 4-0.

Approval of the Payables from January - March 2025, and Accountant Balance Sheets

Motion to approve the payables and reports from January – March 2025 in the amount of \$61,074.42 by Jim Neilsen, Seconded by Carolyn Beaton. Voted Unanimously 4-0.

Executive Director's Report:

2 -vacancies. 1 turnover complete and in process of lease. Offer given but unit was declined by applicant. 1 unit just opened up and is in the process of turnover.

Work Orders: All work is up to date and being done in real time. ED hired part time Millis Maintenance Bill Lane to fill position as he has the experience and worked with the Ashland DPW for many years. He is doing great and has property up to date. He is finishing unit turnover and then will complete the annual inspection work orders as they have not been completed due to lack of staff. He has also worked on fixing the truck.

Accountant Reports: Augmentation for the authority still has not been approved at the state level from EOHL. Once received it will bolster the reserves. Cost for contract labor has been high due to landscaping. Landscaper has sent half of the billing and will send the other half asap. Landscaper will only be mowing 1x/month to keep labor cost low and affordable for AHA. He will complete Spring cleanup as well. The reimbursement from EOHL for the kitchen replacements due to the water heater damage has also not been received. Again, once funds are received it will bolster the reserves.

Net Metering: Credits are now being received. They are low as the consolidated billing through Eversource split at the same time that we began receiving the credits. ED working with Secure Energy to streamline the billing again to maximize the Net Metering Credits. Should be corrected by next meeting. See email provided.

Projects: Still working with HLC for new water heaters. Parking lot striping and signage will be done next month when the weather is warmer. ED will assign parking spots to residents as they have been arguing over spots.

Write Off: Philo Dawkins: tenant passed away. No money is left to pay bills. ED spoke with son and he cant afford to cover the bills. Last 2 months to be written off for \$2207.00

Motion to approve write off in the amount of \$2207.00 by Deb Nielsen

Second by Jim Nielsen

Vote Approved Unanimously 4-0

Board Training Handbooks: provided to all board members: through MaNahro. Members also reminded to complete Ethics Training if they are due to expire.

Board Training by Driscoll and Driscoll: ED provided time frames of availability and asked for board preferences: Week nights, Weekend training, full or half day. Board will look at schedules to confirm at next meeting.

Approval of LNI Rates: New rate \$32.53

Motion to approve LNI rate as presented by Carolyn Beaton

Second by Deb Nielsen

Vote Unanimous 4-0

Jon Fetherston: Long time board member resigned due to getting a job in Maine and having to move. Board discussed event to thank him for time served, or a gift card. Board would like to send gift card and note of thanks, and plaque for long standing service.

Motion to approve ED Report as presented by Deb Nielsen, Seconded by Jim Nielsen. Vote Unanimous 4-0.

New Business:

Maintenance Position: Discussed under ED report: Bill Lane hired.

Spring Event: Board chose do have event at June meeting: Tenant cookout and ice cream social.

CIP: Table for next meeting: ED meeting with RCAT on Friday the 28th to update

Annual Plan: ED has appointment tomorrow at 2pm with Cybersense to complete and will send link to board members for next meeting.

Motion to approve New Business by Jim Nielsen, Second by Deb Nielsen. Voted Unanimously 4-0

Old Business:

Storm Door Update: All fixes done and complete

Motion to Approve Old Business by Jim Nielsen, Second by Deb Nielsen. Voted Unanimously 4-0

Tenant Open Forum/Other Business: None

Adjournment: Motion to adjourn at 6:34pm by Jim Nielsen, Seconded by Carolyn Beaton. Next meeting is Monday April 28th, 2025 at 5:00pm.

Voted Unanimous 5-0

Materials Provided:

Agenda, Minutes, Accountant Reports, Payable Reports, W/O list, LNI Rates, Net Metering Email

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

REGULAR MONTHLY MEETING 5:00PM
MONDAY, APRIL 28TH, 2025

The Regular Monthly Meeting of the Board of Directors for the Ashland Housing Authority came to meet at 5:08 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.

Absent: Commissioner Deb Neilsen

Others Present: Ashland Residents

Approval of the Minutes of the March 2025 meeting.

Motion by Carolyn Beaton to approve the Minutes of the March 2025 meeting.

Second by Jim Neilsen

Vote: Unanimous 3-0

Approval of the Payables: March - April 2025:

Motion by Carolyn Beaton to approve the payables in the amount of \$59,251.75

Second by Jim Neilsen

Vote: Unanimous 3--0

Executive Directors Report:

1V: just need to replace the counter top and will be set for lease. Internal transfer due to medical need. Due to transfer 1 more vacancy will open at the beginning of May

Work Orders: Bill is doing great and are current. He is also doing preventative maintenance as well. May not be able to fix the truck. May not be worth the cost.

Accountant Reports: Reserve is low but growing. The augmentation submitted to EOHLIC was not fully approved so Accountant Rick Shaw is working on it again with EOHLIC.

Board Training: Email from Sarah O'Leary, Attorney for EOHLIC in regard to the public records request from Chris McCue-Potts is provided. ED sent updated certificates to our HMS for those who did them. Also forwarded email from HMS on how to track when the trainings are due. ED would like to finalize board trainings and will need date and time for Attorney Driscoll to attend.

Management Agreement: due to renew so ED provided a copy of existing agreement and is waiting on current figures from accountant to provide for update for new approval. Suggest all Chairs from each authority speak with each other about the terms to make sure all are agreeable and unified.

Law Suit: Tenant slip and fall from 3 years ago received. ED submitted to Attorney Sarah O'Leary from EOHL to respond. ED will provide update as received.

Resident Event: will be in June. Cookout, Ice Cream, and candy will be provided as discussed previously. Meeting will be held prior to event. July will be a Bi-Month.

COA Event: Went great: coffee for residents. ED also offered to present at COA on CHAMP. ED will coordinate with COA. Also discussed was transportation and hopefully getting a regular schedule for tenants.

Secretary Augustus visit to AHA: His office was very sorry for having to cancel but it is a very busy time of year. He will reschedule as soon as he can. ED also asked about appointment for State seat on board. He said we need to reach out to the town and State Representatives. ED will follow up this week and asked for board suggestion for possible candidates to reach out to.

ED ordered plaque for Jon Fetherston for yeas of service. Waiting on it to be finished so that we can send with a gift card. Will also ask for him to attend event in June for farewell and thank you

Net Metering: in process of combining billing again to maximize credits. Will ask representatives from program to review and to be available for an update/questions at next meeting

Motion to approve Executive Directors report by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Old Business:

June event: meeting will be held at 4pm prior to event discussed above for residents. Event to begin at 5pm.

Motion to accept Old Business by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

New Business:

CASL form from EOHL: The board voted to elect Chairman Richard Maher, Commissioner Jim Neilsen, and Executive Director Candace Avery as the signatories for the CASL form for EOHL. Assistant Shirley Bliss will be the secretary for the forms.

Motion to appoint as stated by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Annual Plan: Reminder to members that the Annual Plan is in process and that the hearing for the plan to finalize is at the June meeting. Information and Annual Plan link provided and has been posted on the property/Community room/Office.

Policy Updates: AHA had previously been in the process of updating the policies for the authority until the CHAMP program was implemented deterred the policy process. ED will begin providing the board with policies that are the most outdated to start the process up again next month.

Election of Officers: Motion to approve Richard Maher to continue in his position as Chairman

Motion by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Motion to approve Jim Neilsen as Vice Chairman

Motion by Carolyn Beaton

Second by Jim Neilsen

Vote Unanimous 3-0

Motion for Carolyn Beaton to remain in Treasurer position

Motion by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Vote to approve New Business by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Other Business;

Mr. and Mrs. Gill in attendance for the meeting. Discussion held regarding individuals that are driving too fast on the property. ED will begin soliciting bids for the parking lot repainting and adding additional signage to the property. Commissioner Neilsen also discussed contacting the police department to add additional coverage to look out for those that are driving through at high speeds.

Motion to Adjourn at 7:13pm by Jon Fetherston, Seconded by Deb Neilsen. Voted Unanimously 3-0. Next meeting Monday May 19th, 2025 (due to Memorial Day holiday) 5:00pm.

ASHLAND HOUSING AUTHORITY

59 PARK ROAD

ASHLAND, MA

508-881-2450

REGULAR MONTHLY MEETING 5:00PM

MONDAY, May 19th, 2025

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 Jim Nielsen.

Absent: Commissioner Deb Nielsen

Others Present: Ashland Residents

Approval of the Minutes of the April 28th, 2025 meeting.

Motion by Jim Nielsen to approve the Minutes of the April 28th 2025 meeting.

Second by Carolyn Beaton

Vote: Unanimous 3-0

Approval of the Payables: April - May 2025:

Payable report not processed as Assistant Shirley Bliss oversighted meeting and thought it was for next week. No checks processed.

Executive Directors Report:

1 vacancy: will be filled with a medical//emergency internal transfer so an additional unit will open up next month.

Work Order Report: up to date on all regular work orders and all preventative work orders. All units turned over and leased or ready for lease.

Wage Match Report: Certification from EOHLC as well as supporting documentation provided to board for review and approval. New requirement by EOHLC. Report and certification will be submitted to EOHLC after final vote.

Motion to approve Certification of Wage Match Report as presented by Jim Nielsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Reporter from Medfield: Update: ED discussed the details of the article published today by self - declared reporter for Medfield Insider, Chris McCue-Potts. Because Ms. Potts had been unable to affect ED with Professional Public Records requests and articles that were defamatory in nature, she decided to publish an article that attacked ED personally and indicated unwarranted allegations that

again are defamatory in their nature. ED wanted to make board aware of the article and allegations and made clear that she is available to answer any questions or concerns the board may have regarding the issues published by self -declared reporter. Also discussed were solutions to the matter and options to handle any situation where Ms. Potts may choose to insert herself at the Ashland Housing Authority.

Motion to approve Executive Directors report by Jim Neilsen

Second by Carolyn Beaton

Vote Unanimous 3-0

Old Business:

Policy Updates: Policies provided for review. Table any updates so there is time for review. Will bring back for review at August meeting as July is a bi-month and in June we will hold tenant event following regular monthly meeting.

AUP: Report provided for review. Audit went well. Finding: The top 5 form had a 3% discrepancy in salary: this is due to position turnover as Maintenance is an 18 hour position without benefits. Hard to hold someone permanently in the position and as we advertise immediately to fill any opening the timeframe is too short to do a budget revision. Explanation provided to EOHL

Finding: reserves below 35%: Augmentation submitted by AHA to EOHL however EOHL has not approved complete augmentation. Accountant Richard Shaw working with EOHL for explanation and will resubmit for full augmentation.

Finding: Sales tax paid: ED has worked with assistant Shirley Bliss to contact providers that charged sales tax to resubmit tax exempt form and refund sales tax. ED also working with her not to pay any sales tax moving forward and deduct tax if charged.

Motion to accept Old Business by Jim Neilsen

Second by Carolyn Beaton

Vote: Unanimous 3-0

New Business:

Management Agreement: Due to renew in September of 2025. ED submitting the Old and New contract and rates for review. Will bring back to table at August meeting for discussion and approval.

Motion by Jim Nielsen

Second by Carolyn Beaton

Vote: Unanimous 3-0

Other Business;

Chairman Richard Maher discussed landscaping and the mowing schedule of the landscaper Commissioner Jim Nielsen asked about installing temporary speed bumps in parking lot to slow drivers down. ED will consult with RCAT to see if it can be done.

Residents Mr. and Mrs. Gill agreed that it would be a good idea to slow drivers down.

ED: Reminder next meeting is the Annual Plan Hearing and July is a Bi-Month.

Motion to Adjourn at 6:26PM by Jim Neilsen, Seconded by Carolyn Beaton. Voted Unanimously 3-0. Next meeting Monday June 23rd, 2025 4:00pm preceding the tenant cookout/event to begin at 5PM.

Addendum: Documents Provided:

Minutes of May 19, 2025

Payable report April – May

Accountant Report March 2025

Wage Match Report

Policies

Management Agreements