EXHIBIT F

CONTRACT OF EMPLOYMENT

BY AND BETWEEN

THE MILLIS HOUSING AUTHORITY

AND

CANDACE AVERY, EXECUTIVE DIRECTOR

AGREEMENT made this 27th day of October, 2022 by and between the Millis Housing Authority, a public body politic and corporate duly organized by law and existing under the laws of the Commonwealth of Massachusetts and having a usual place of business in Norfolk County, Massachusetts, hereinafter called the "Authority" and Candace Avery of said hereinafter called the "Executive Director".

WITNESSETH:

WHEREAS, the Authority deems it advantageous to both parties concerned to enter into this agreement whereby the position of both the Authority and the Executive Director may be determined and established, now therefore, IN CONSIDERATION of the mutual covenants herein contained, it is herein agreed:

1. That the Authority hereby retains and employs to be its executive Director for a term of five (5) years commencing with the 27th .day of October 2022.
2. That the Executive Director hereby accepts employment and hereby agrees that for the consideration hereinafter set forth he/she shall perform the duties of Executive Director in conducting the business of the said Authority and perform the duties of secretary to the board members at their regular, special and annual meetings.
3. The Authority shall pay the Executive Director an annual salary in the sum of One Hundred and Four Thousand Seven Hundred dollars ($104,700.00) determined as broken down on the DHCD Local Housing Authority Executive Director Salary Calculation Worksheet, payable in equal weekly installments. The Executive Director will work 40 hours per week. Payment for services shall be subject for yearly review. The next review for salary increase will be reviewed and set forth to begin at the start of the new fiscal year.
4. That in addition to the salary herein set forth the Authority shall after approval by the Board reimburse the Executive Director for the following:
    a. Reasonable expenses as may be incurred in the conduct of his/her duties as Executive Director;
    b. For monies expended in traveling, transportation and hotels in accordance with the present policy of the Authority.
5. The Executive Director shall perform the following duties and exercise the following powers, rights and authority of the Executive Director;
    a. The Executive Director shall have the general supervision over the administration of the Authority's business and affairs, subject to the direction of the Board Members of the Authority, and the Authority agrees that the Executive Director shall be the Authority's chair administrative officer and shall be directly in charge of personnel and shall be responsible subject to the review and approval of the Board for the hiring and discharging of all personnel;
    b. The Executive Director shall be charged with the management and maintenance of any and all housing developments of the Authority;
    c. The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such banks as the Board shall select;
    d. The Executive Director shall keep regular books of account showing receipts and expenditures and shall render to the Authority at each regular meeting or more often as requested by the Board an account of his/her transactions and the financial condition of the Authority,

e. The Executive Director shall be required to prepare regular reports of the status of projects, results of present policy and to recommend changes in policies to the Board and to keep the minutes and the records of the Authority's meetings in a satisfactory and legal form;

f. The Executive Director shall be responsible for the selecting of tenants, the drawing and signing of leases, the collection of rents and the use of legal actions as required under the direction of the Board and subject to the policies and procedures adopted by the Board:.

g. The Executive Director shall negotiate contracts and make purchases in accordance with those procedures approved by the Board;

h. The Executive Director shall prepare the Management Program, budgets, operating statements, submit regular reports as required by the Board and maintain an adequate inventory of equipment and materials;

i. The Executive Director shall administer the development in its fiscal, budgetary and personnel operations in a business-like manner in compliance with the Department of Housing and Community Development and, where applicable, the Department of Housing and Urban Development guidelines;

j. The Executive Director shall be responsible to the Chairman and the members of the Board for the proper maintenance of all developments and shall implement the policies of the Board of Commissioners;

k. The Executive Director shall be required to operate any and all developments in a manner providing for a high degree of livability and appearance at the lowest possible cost consistent with satisfactory administration and maintenance; and

l. The Executive Director shall be responsible for the purchase of equipment, materials and labor as required to satisfactorily meet the standards of good and proper maintenance.

6. That the Executive Director shall be entitled to 52 hours of vacation leave for each year of continuous employment. Current accumulated Vacation Time is 5 weeks per year. Vacation leave shall be prorated on the basis of a regularly scheduled work week and accumulated monthly.

The Executive Director shall not accrue more than 52 hours of vacation leave without specific approval of the Board, and, in the event of separation or termination of employment for any cause, any unused leave shall be compensated to the Executive Director at his/her regularly established pay rate set forth.

7. That the Executive Director shall be entitled 1.88 hours of sick leave prorated on the basis of a regularly scheduled work week, accumulated monthly for every 8.13 hours of continuous employment, but no compensation shall be made to him/her or sick leave accrued for his/her account in the event of separation or termination of employment for any cause. The maximum sick leave accrual will not be in excess of 97.5 hours in any one year. The maximum on the accrual of sick leave is 90days.

8. That this agreement, executed in triplicate, shall be construed as a Massachusetts contract, shall take effect as an instrument under seal, and sets forth the entire contract between the parties. This Agreement may be canceled, modified, or amended only by a written instrument executed by all the parties and approved by the Department of Housing & Community Development.

IN WITNESS WHEREOF, the Millis Housing Authority has caused their presence to be signed by its duly authorized chairman and treasurer and its seal hereto affixed and hereunto sets his/her hand as of the day and year above written.

MILLIS HOUSING AUTHORITY

SEAL

ATTEST Mary Ellen O'Connor

BY Carol Baker

Chairman

ATTEST Scott Fultz

BY Candace Avery

Executive Director

SEAL OF DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

ATTEST: _____

_____

Bureau of Housing Management

MANDATORY CONTRACT COVER SHEET

Mandatory Cover Sheet to be Completed and Submitted by LHA With the Contract of Employment for Executive Director for Review by DHCD.

(Note: For contracts prepared using the DHCD template with no changes other than insertion of factual information, complete only Sections I and IV below. If not using the DHCD template, or if using it with amended terms, complete all sections below.)

To facilitate DHCD review of Executive Director Employment Contracts, the LHA must provide a summary of qualifications and material contract terms below and identify by article, paragraph and/or sub-paragraph where the material terms appear in the contract being submitted for review.

I. Parties and Executive Director Qualifications

Housing Authority	Name: Millis Housing Authority	Address for purposes of Notices: 310 Exchange Street Millis MA 02054
Executive Director	Name: Constance Avery	Address for purposes of Notices: 310 Exchange St Millis MA 02054
# Years as Executive Director or Assistant Executive Director or other senior staff at any LHA	Years: 14	Position held: Executive Director
Original date of hire of ED at this LHA	2/2009	
Certifications	MPHA, PHM, MCPPO	
Educational Level	Bachelors, 1 year Masters	
Experience in Field	Years: 18	Type: Executive Director, Senior Administrator

II. Basic Terms *(LHAs using the DHCD-approved contract template do not need to complete this section. The subject matter covered by these Basic Terms must be included in all contracts.)*

Basic Term		Brief Summary/	Section/Paragraph #s of Contract
Length of Contract Term and FY End date		See contract	
Public Housing/Rental Assistance Programs Operated	Number of units for each program at the LHA	Program	Rental Assistance 40
	83	State-aided public housing	
	11	State-aided rental vouchers (MRVP and/or AHVP), leased units only.	
		Federally subsidized public housing	
	21	Federal Section 8 vouchers, leased units only	
Full/Part Time	Full time		
Required hours/week	40		
Salary (not including bonus)	$ 104,700		