

Sharon Housing Authority
18 Hixson Farm Rd Sharon, MA 02067
(781) 784-2733 FAX (781) 784-2937

Minutes of Regular Meeting
August 23, 2019 at 9:00am

1. Roll call:

Present: Chairperson Susan Saunders, Edwin Little, Peter Melvin, Ralph Generazzo,
Susan Price
Absent: N/A
Other: Nancy Bartley

A motion was made by Susan Saunders to call the meeting to order at 9:02 am;
seconded by Susan Price. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on August 5, 2019.

3. Minutes of previous meetings:

A motion was made by Edwin Little to approve minutes for June 17, 2019 and July 15,
2019; seconded by Peter Melvin. All in favor.

4. Monthly reports:

A. Maintenance report

The monthly maintenance report was reviewed. There were 64 Work Orders.
The patio at the Community Room/Office was repaired by maintenance.
All the brush in the side and rear of the community room building has been cleared out.

B. Monthly vacancy report

The monthly vacancy report was reviewed. There is currently 1 vacant family unit
pending repairs of the ceiling in the unit. The Sharon Housing Authority has accepted 6
new AHVP Vouchers from DHCD.

C. Unit turnover report

There are no current turnovers other than the family unit, which is waiting repairs of the
ceiling.

5. June and July 2019 Check Registers

A discussion about the director printing out payroll journals for board meetings was
discussed and director will print out the reports for board to review at future meetings.

Susan Price questioned payments made to Attorney Melissa Goodman. A discussion was made to clarify why the assigned DHCD Attorney did not handle and was clarified because of a particular situation that the DHCD Attorney did not handle.

Edward Little questioned the GIC bill. A discussion that this was for the employer quarterly portion that was due and included the previous director and maintenance person.

Edward Little also questioned if the Sharon Housing Authority owns the maintenance tractor and/or how much we owe. The director will find this out for next meeting.

Edward Little motioned to approve June and July check registers and Ralph Generazzo seconded. No further discussion and all in favor.

6. June and July 2019 Financial Statements

A motion was made by Peter Melvin to approve and seconded by Ralph Generazzo. All in favor.

7. RCAT Terms of Service Agreement

Susan Saunders, Chairperson, signed service agreement and director will send back to RCAT.

8. Certification of Compliance for the Lead Paint Laws Notice

The certificate was signed by each board member, which will be submitted to DHCD with the year end reports.

9. Executive Director Report:

The year end reports were completed by the Fee Accountant, Rick Shaw. The board signed the reports and director will send to DHCD for year end.

The Bay Road Kitchen Construction Project was discussed and the board voted and approved the recommended construction contractor, Zander Corporation, that was recommended by the RCAT Project Manager to begin with construction.

The Bay Road interior painting job has been completed.

The retirement for current employees has been paid and is caught up as required.

10. Other Business

Susan Saunders brought up the requirements for the Executive Directors Salary. This will be discussed with director.

A discussion about getting back on the regular board meetings on the first Monday of the month schedule. The next meeting will be held on October 7, 2019 at 9:00 a.m. All in favor.

Adjournment:

A motion was made by Peter Melvin to adjourn the meeting at 10:48 am; seconded by Ralph Generazzo. No questions or discussion. All in favor.