

Sharon Housing Authority  
Minutes of Meeting  
January 8, 2018 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll Call:**

Present: Peter Melvin, Ralph Generazzo, Edwin Little, Charlotte Dana, Susan Saunders

Absent:

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:02am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on January 3, 2018.

**3. Minutes of previous meetings:**

*A. Minutes of regular meeting on November 20, 2017*

A motion was made by Peter Melvin to approve the minutes from the regular meeting on November 20, 2017; seconded by Ralph Generazzo. No questions or discussion. All in favor.

*B. Minutes of regular meeting on December 4, 2017*

A motion was made by Peter Melvin to approve the minutes from the regular meeting on December 4, 2017; seconded by Ralph Generazzo. No questions or discussion. All in favor.

**4. Monthly Reports:**

*A. Maintenance Report:*

The maintenance report from Jason Fortier was reviewed. Jason got the tractor and snow equipment ready for the snow/winter weather. He also completed work orders, got the truck serviced and conducted the preventative maintenance items for December.

*B. Monthly Vacancy Report:*

There was no monthly vacancy report as there are no current vacancies.

*C. Unit Turnover Report:*

There was no unit turnover report as there are no current vacancies.

**5. Review Policies:**

*A. Public Records Law Policy:*

A motion was made by Susan Saunders to approve the public records law policy; seconded by Peter Melvin. No questions or discussion. All in favor.

## **6. Check Registers:**

A motion was made by Ralph Generazzo to approve the November 2017 warrant in the amount of \$50,969.34; seconded by Susan Saunders. The payroll journal for the month of November was also reviewed. No questions or discussion. All in favor.

A motion was made by Ralph Generazzo to approve the December 2017 warrant in the amount of \$63,714.92 seconded by Charlotte Dana. The payroll journal for the month of December was also reviewed. Executive Director Ashley Vincent went over a few invoices, including the Best Buy, GoDaddy and John Fulton invoices which are all part of the \$10,000 technology allowance the SHA received from DHCD. The CVS invoice in the amount of \$423.80 and the Hibachi Steakhouse invoice in the amount of \$71.50 came out of monitoring money and was for the SHA holiday party. No further questions or discussion. All in favor.

## **7. Financial Statements**

The quarterly financial statements for December 31, 2017 are not yet completed. Ashley Vincent stated that the budget guidelines came out and that fee accountant Chris Landry would be presenting the budget to the board at the February 5, 2018 meeting.

## **8. Executive Director report:**

The Executive Director report was reviewed. Maintenance has been doing a great job of completing the preventative maintenance schedule and getting all of the snow equipment ready for the winter months. Cassandra has been hard at work doing a waiting list update and working on an emergency contact spreadsheet. Recertification packets will be going out next week, for an April 1, 2018 effective date of new rent. The AUP audit was reviewed, there were two errors both of which have been addressed. The new budget guidelines were reviewed, and extermination was something that both Ashley Vincent and the board agreed should be a line item. WP266070 is ready to be closed out and WP266071 has been completed and closed. Small projects around the property were also discussed.

## **9. WP266070 – Approval of Application for Payment #4, Certificate of Substantial Completion, Certificate of Final Completion, and Application for Payment #5 Retainage:**

A motion was made by Ralph Generazzo to approve the application for Payment #4, Certificate of Substantial Completion, Certificate of Final Completion, and Application for Payment #5 Retainage for WP266070 Window Replacement in Buildings 1 and 3, seconded by Peter Melvin. Charlotte Dana asked if this included both laundry rooms. Ashley Vincent explained that it did and that the project was now complete. Chairman Edwin Little asked if the SHA had the windows for the apartment that refused to get the windows installed. Ashley Vincent stated that the windows for the one apartment that did not get new windows were in the garage. No further questions or discussion. All in favor.

## **10. Approval of Executive Director Salary Worksheet:**

A motion was made by Chairman Edwin Little to approve the Executive Director salary worksheet; seconded by Ralph Generazzo. Executive Director Ashley Vincent went over the new salary worksheet and how the new salary amount was set. No questions or discussion. All in favor.

## **11. Other Business:**

Susan Saunders reminded board members that the conflict of interest training needs to be completed by all board members and employees. Ashley Vincent also shared the 2017 Town of Sharon Annual Report and also gave board members information for a training being conducted by Mel King Institute.

**12: Adjournment:**

A motion to adjourn the meeting at 09:35am was made by Charlotte Dana; seconded by Peter Melvin..  
No questions or discussion. All in favor.

## 6. Financial Statements:

The quarterly financial statements for December 31, 2017 are not yet completed.

## 7. Executive Director report:

The Executive Director report was reviewed. A RFQ was sent out to install cameras at the 705 developmen and Lan-tel was the only bid the SHA received. Nextamp Solar company said that the SHA should be receiving their first check in February. Recertification packets were mailed to all 667 residents. Inspections were done in Building 5 and the new inspection schedule is working out well for everyone. Lastly, Administrative Assistant Cassandra Cast has been terminated and the SHA has begun advertising and interviewing her for position.

## 7. FY18 Budget Approval:

Fee Accountant Christine Landry went over the FY18 budget. Some key points that she discussed were :there was a 10% increase in ANUAL, a new salary schedule for Executive Directors, a \$10,000 technology allowance, up to a 5% increase in administrative salaries which will enable the SHA to pay Rachel Walsh and increase pay/hours for the Administrative Assistant/Bookkeeper position.

Charlotte Dana asked about the PILOT line item. Christine Landry explained that it is "Payment in Lieu of Taxes" and is what the SHA pays instead of property taxes for the 705 and 689 program. The taxes actually went down in FY18 as well.

Susan Saunders asked what is included in the Admin Other cost as it went up this year. Christine Landry explained that it is for training, conferences, courses for Executive Director Ashley Vincent, etc.

No further questions or discussion.

Charlotte Dana moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 4001 for fiscal year ending 6/30/18 showing total revenue of \$358267 and total expenses of \$510382 thereby requesting a subsidy of \$163116 to be submitted to the Department of Housing and Community Development for its review and approval. Peter Melvin seconded the motion which, upon roll-call, was passed by a vote of 5-0.

Peter Melvin moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 689 for fiscal year ending 6/30/18 showing total revenue of \$29707 and total expenses of \$29694 thereby requesting a subsidy of \$0 to be submitted to the Department of Housing and Community Development for its review and approval. Ralph Generazzo seconded the motion which, upon roll-call, was passed by a vote of 5-0.

Charlotte Dana moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number AHVP for fiscal year ending 6/30/18 showing total revenue of \$960 and total expenses of \$731 thereby requesting a subsidy of \$0 to be submitted to the Department of Housing and Community Development for its review and approval. Peter Melvin seconded the motion which, upon roll-call, was passed by a vote of 5-0.

**10. Other Business:**

None

**11. Adjournment:**

A motion to adjourn the meeting at 09:50am was made by Chairman Edwin Little; seconded by Peter Melvin.. No questions or discussion. All in favor.