

Sharon Housing Authority  
Minutes of Meeting  
April 2, 2018 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll Call:**

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

Absent: Peter Melvin

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:05am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on March 29, 2018.

**3. Minutes of previous meetings:**

***A. Minutes of regular meeting on March 5, 2018***

A motion was made by Charlotte Dana to approve the minutes from the regular meeting on March 5, 2018 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 has worked on work orders, snow removal and continued projects around the community room. At the beginning of the month maintenance turned over a vacant unit in a week. He also met with several contractors throughout the month including: Walsh Flooring, Norfolk Power, MJD Plumbing and Heating, Tony Quirono, Lindelof Plumbing, EHS, Anderson Electric and A-1 Lock.

***B. Monthly Vacancy Report:***

There are currently no vacant units.

26 Hixson Farm Rd #5 was vacated on March 1, 2018 and was maintenance ready/leased on March 9, 2018.

***C. Unit Turnover Report:***

There are currently no vacant units so there is no unit turnover report.

**5. Check Registers:**

A motion was made by Ralph Generazzo to approve the March warrant in the amount of \$53,816.82; seconded by Susan Saunders. Susan Saunders asked what the invoice for "hoodies" was for. It was for sweatshirts for maintenance. No further questions or discussion. All in favor.

## **6. Financial Statements:**

Fee Accountant Christine Landry will be at the SHA on April 9, 2018 to complete the monthly financials. No questions or discussion.

## **7. Executive Director report:**

The Executive Director report was reviewed. It is still snowing! The tractor had to be serviced but it is back up and running. The new Administrative Assistant/Bookkeeper Jina Meng started and is doing great. She has had several training's so far and her Mandarin skills have helped the SHA with two private conferences with residents. The SHA does not currently have any vacancies. Things done throughout the month were reviewed including: going to a great SHADO meeting on Workman's Compensation Insurance, a Needs Assessment with RCAT Jerry Peterson, CIP planning, completing all recertifications for all 667 tenants, working on updating the management plan, and updating all building doors with automatic door openers. An update on the community garden was also given. No questions or discussion.

## **8. Executive Director Evaluation/Contract:**

Executive Director Ashley Vincent gave the board an Executive Director performance evaluation. Board members were asked to complete the evaluation and give the completed evaluation to Chairman Edwin Little before the May meeting. Chairman Little will present the summarized performance evaluations to the Executive Director and the board at the May meeting.

The board stated that they had never previously evaluated the prior Executive Director.

Executive Director Ashley Vincent also discussed her contract expiring in May 2018. A new contract is being worked on by MassNAHRO. Ashley Vincent asked if she could have her contract roll over (with the new salary amount that was voted on at the last meeting) until the new contract is rolled out in the next few months. No questions or discussion.

## **9. Avalon Bay -- Monitoring Payment:**

The annual monitoring was done for Avalon Sharon. An invoice was sent to Avalon in the amount of \$3,800.31.

Susan Saunders made a motion to pay the Executive Director Ashley Vincent \$1500.00 for completing the monitoring for Avalon Sharon for 2017; seconded by Charlotte Dana. All in favor. Executive Director Ashley Vincent showed the board the extensive amount of work that was done to complete the yearly monitoring which included reviewing 39 recertifications, reviewing the one and two-bedroom wait lists, verifying compliance with affordable housing rents and utility allowances and more. Ashley Vincent also stated that none of this work was done during normal working hours. No further questions or discussion.

## **10. Maintenance DOL Rates:**

A motion was made by Susan Saunders to approve the 2018 Maintenance DOL rates that go into effect April 1, 2018 seconded by Ralph Generazzo. No questions or discussion. All in favor.

**11. Other Business:**

None

**12. Adjournment:**

A motion to adjourn the meeting at 10:30am was made by Edwin Little; seconded by Ralph Generazzo.  
No questions or discussion. All in favor.