

Sharon Housing Authority  
Minutes of Meeting  
April 1, 2019 8:30am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll call:**

Present: Susan Saunders, Peter Melvin, Edwin Little, Susan Price

Absent: N/A

Other: Ashley Vincent Executive Director

A motion was made by Chairman Susan Saunders to call the meeting to order at 8:35am; seconded by Edwin Little. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on March 25, 2019.

**3. Minutes of previous meetings:**

***A. Minutes of regular meeting on February 4, 2019:***

A motion was made by Edwin Little to approve the minutes from the regular meeting on February 4, 2019, seconded by Peter Melvin. No questions or discussion. All in favor.

***B. Minutes of special meeting on March 18, 2019:***

A motion was made by Edwin Little to approve the minutes from the special meeting on March 18, 2019, seconded by Peter Melvin. No questions or discussion. All in favor.

**4. Monthly reports:**

***A. Maintenance report***

The maintenance report was reviewed.

***B. Monthly vacancy report***

There were two move-ins during the month of February and March 2019.

***C. Unit turnover report***

The unit turnover report was reviewed.

**5. Check registers:**

***A. February 2019***

A motion was made by Peter Melvin to approve the check register for February 2019 in the amount of \$43,112.42; seconded by Susan Price. The weekly payroll was reviewed. No questions or discussion. All in favor.

***B. March 2019***

The check register for March 2019 was tabled until the next board meeting.

**6. Financial statements for January and February 2019:**

The financial statements for January and February 2019 were reviewed. No questions or discussion.

**7. Executive Director report:**

Ashley Vincent reviewed the Executive Director's report and gave a summary of what maintenance and administrative staff have been working on.

**8. Avalon Bay Monitoring - Invoice:**

A motion was made by Peter Melvin to approve a payment in the amount of \$1500.00 to Ashley Vincent for the 2018 Avalon Bay monitoring; seconded by Susan Price. A recap of what was done was given by Ashley Vincent. No further questions or discussion. All in favor.

**9. DOL rates:**

A motion was made by Peter Melvin to approve the minimum wage DOL rates effective April 1, 2019; seconded by Susan Price. No questions or discussion. One opposed.

**10. 40B – Old Post Road:**

Ashley Vincent was approached by the Town to do the monitoring for the 40B that is being built on Old Post Road. The board decided that they need more information on the project before agreeing to be the monitoring agent.

**11. Other Business:**

The annual town election will be held on May 21, 2019. Susan Price has been appointed as the state appointee and Ralph Generazoo will be on the ballot to fill Charlotte Dana's term.

**12. Adjournment:**

A motion to adjourn the meeting at 09:15am was made by Edwin Little; seconded by Peter Melvin. No questions or discussion. All in favor.