

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

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Minutes of Regular Meeting  
July 15, 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 Edwin Little to call the meeting to order at 9:02 am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on July 8, 2019 at 11:53 am

**3. Minutes of previous meetings:**

***A. Pending of approval of minutes of meeting on June 17, 2019***

A motion was made by Edwin Little to hold off approving minutes for June 17, 2019 until the board reviews the financials for June and July 2019; seconded by Ralph Generazzo. Bookkeeper was on vacation and Executive Director does not have access to her computer. All in favor.

**4. Monthly reports:**

***A. Maintenance report***

The monthly maintenance report was reviewed. There were 41 Work Orders.

***B. Monthly vacancy report***

The monthly vacancy report was reviewed. There is currently 1 vacant unit. Three AHVP vouchers were leased last month and are pending due to finding a unit to rent.

***C. Unit turnover report***

The unit turnover report was reviewed for the 1 vacant unit.

**7. Executive Director Report:**

The Executive Director report was reviewed. Nancy Bartley brought up a Certificate of Lead Paint Compliance that was left by the previous Executive Director and reviewed

and will be discussed at next Board of Commissioners meeting. Executive Director will get more information on the properties to discuss further.

Nancy Bartley gave an update on maintenance. Also discussed was the Kitchen Modernization Project at 2601 Bay Road, Sharon. It was suggested by May Adeniyi from RCAT that the board vote and approve the provisional plans, so we can move forward with this project and start advertising. Edwin Little motioned to move forward with the provisional project and Peter Melvin seconded the motion. All in favor.

Nancy Bartley also discussed moving forward with painting the walls and ceilings at 2601 Bay Road, while it is vacant and will keep the cost under \$10,000. She will get three painting estimates and move forward. Edwin Little motioned to approve and Peter Melvin seconded the motion. All in favor.

#### **8. Other Business:**

A discussion about personal grills outside units was discussed. A motion was made by Peter Melvin that personal grills are no longer allowed outside the units. They must be kept on the community room patio away from the building. Also, no firepits will be allowed at any property. Susan Price second the motion. All in favor.

The project for heat/smoke detectors was discussed and the Executive Director will get more information on this for discussion during the August meeting.

#### **13. Adjournment:**

A motion was made by Edwin Little to adjourn the meeting at 10:27 am; seconded by Peter Melvin. No questions or discussion. All in favor.