

**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  
May 6, 2019 at 9:00 am

**1. Roll call:**

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

Absent: N/A

Other: Ashley Vincent Executive Director, Attorney Andrew Bailey – DHCD Regional Attorney

A motion was made by Chairman Susan Saunders to call the meeting to order at 9:10 am; seconded by Edwin Little. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on May 2, 2019.

**3. Minutes of previous meetings:**

***A. Approval of minutes of meeting on April 1, 2019***

A motion was made by Edwin Little to approve the minutes of the regular meeting on April 1, 2019; seconded by Peter Melvin. No questions or discussion. All in favor.

**4. Monthly reports:**

***A. Maintenance report***

The monthly maintenance report was reviewed.

***B. Monthly vacancy report***

The monthly vacancy report was reviewed.

***C. Unit turnover report***

The unit turnover report was reviewed.

**5. Check Registers:**

***A. March 2019***

A motion was made by Edwin Little to approve the March 2019 check register in the amount of \$63,396.25; seconded by Susan Price. The debits and credits were also reviewed. No questions or discussion. All in favor.

**B. April 2019**

A motion was made by Edwin Little to approve the April 2019 check register in the amount of \$79,089.98; seconded by Susan Price. The debits and credits were also reviewed. No questions or discussion. All in favor.

**6. Financial Statements for March 2019 (quarter-end):**

The financial statements for March 2019 (quarter-end) were reviewed. We are on track with our spending so far, this fiscal year largely in part to the net metering credits and management agreement. No questions or discussion.

**7. Executive Director Report:**

The Executive Director report was reviewed.

**8. Executive Director Contract:**

Executive Director Ashley Vincent stated that her contract was expiring, and she would not be seeking to renew it. Ashley Vincent reviewed the draft Executive Director job advertisement along with the job description. The board agreed on the draft and Ashley Vincent will post in the newspaper, town hall, and MassNAHRO website. The board agreed they are not interested in advertising for a management agreement. Resumes and cover letters will be due by May 24, 2019. The board will have a meeting on May 28, 2019 at 9:00am to go over resumes and will interview candidates on June 11, 2019. Attorney Andrew Bailey went over the process with the Board. No further questions or discussion.

**9. Other Business:**

There was no other business discussed.

**10. Adjournment:**

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