

**Sharon Housing Authority  
18 Hixson Farm Road, Sharon, MA 02067  
Minutes of Meeting on August 2, 2021**

**1. Roll Call:**

Present: Susan Saunders, Zannati Rahman, Xander Shapiro  
Susan Price and Peter Melvin via Telephone  
Other: Nancy Bartley

The meeting was called to order by Chairperson, Susan Saunders, at 9:05 a.m.

**2. Notice of meeting:** Posted on July 26, 2021 at 2:52 p.m.

**3. Minutes of Previous Meetings.**

A. Regular Meeting Minutes for July 12, 2021.

Susan Price pointed out some grammar mistakes. Xander Shapiro motioned to approve the minutes with Susan Prices amendments. Susan Price seconded. All in Favor. No further discussion

**4. Monthly Reports:**

A. Maintenance Report:

There were 47 Work Orders since the last meeting. 10 are incomplete – non-emergency work orders that were sent over the weekend. Xander questioned the percentage of work orders incomplete. ED explained.

B. Monthly Vacancy Report:

There are 2 new vacancies and 2 DHCD projects and are off-line.

C. Unit Turnover Report

The 2 new vacancies are turnovers. Maintenance will be working on these turnovers.

**5. July, 2021 Check Register:**

Xander Shapiro questioned the AHVP Payment process. ED explained that DHCD sends us funds every month to pay landlords after the ED files the required report each month. The ED also explained the procedures for handling the voucher program. Zannati Rahman motioned to accept the July, 2021 check register totaling \$51,694.70. Susan Price seconded. All in favor. No further discussion

**6. June, 2021 Year End Financial Statements:**

Susan Price motioned to approve June, 2021 year end financial statements. Zannati Rahman seconded. All in favor. No further discussion.

**7. Executive Director Report:**

- A. Additional Design Services required for Project 266097. Discussions about reconfiguring the plumbing, etc. was discussed. Xander Shapiro motioned to approve the additional design services totaling \$4,510.00. Zannati Rahman seconded. All in Favor. No further discussion.
- B. ED Contract. Contract was returned because the ED contract states per the SHA Personnel Policy. This should be specifically outlined in the Rider attached to the ED's contract what holiday/personal days allowed for the ED. Xander Shapiro motioned to award Nancy Bartley, ED at SHA, two additional personal days and adding 6 vacation hours. This will bring the total personal days for the ED to 5 personal days. This will be added to the Rider 1 on the ED contract. Susan Price seconded. All in Favor. No further discussion.
- C. Health Insurance Incentive. ED explained that the Health Insurance Incentive is for eligible employees that waive health insurance benefits to receive a yearly bonus of \$1,000.00, which will be paid through payroll. This will also be paid out once the fiscal year budget is approved. This will not be retroactive. Xander Shapiro motioned to accept the incentive. Zannati Rahman seconded. All in Favor. No further discussion.
- D. Maintenance On-Call Incentive. ED proposed increasing the maintenance on-call stipend from \$50.00 to \$100.00 per week. Zannati Rahman motioned to approve the increase on-call stipend to \$100.00. Susan Price seconded. All in Favor. No further discussion.

**8. Other Business**

No other business.

**9. Adjournment:**

Xander Shapiro motioned to adjourn the meeting at 9:47 am. Zannati Rahman seconded. All in favor. No further discussion.