

**Sharon Housing Authority  
Minutes of Meeting  
September 14, 2020, 18 Hixson Farm Road, Sharon, MA 02067**

**1. Roll Call:**

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

Other: Nancy Bartley, Chelsea Lanson, Supportive Housing Coordinator for Hixson Farm Road Sharon through HESSCO, Jayne Davis, Nutrition Director for HESSCO

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:00 am; seconded by Peter Melvin. No questions or discussion. All in favor.

**2. Notice of meeting:** Posted on September 8, 2020 at 5:32pm

**3. Speaker Chelsea Lanson and Jayne Davis from HESSCO:**

Jayne Davis spoke about the Meal and Nutrition Program and Meals on Wheels Program that was established back in the 1970's for people over 60 that can't prepare meals for themselves. The program was held at 51 Hixson Farm Road, Sharon for the past 15 years, but new management decided not to renew their contract. There are two programs involved: 1. Home delivery and 2. Congregate Lunch Program where seniors come to have lunch. The program delivers about 60 meals to residents in the Town of Sharon. Approximately ½ the folks live at 18 OR 51 Hixson Farm Road. There are about 20 volunteers. There has not been any indoor programs since March 15<sup>th</sup> due to COVID. There are approximately 30-40 people that attend monthly lunches that Chelsea Lanson organizes.

The space would be used 9:00am to 1:00pm Monday through Friday. The program hours could be flexible if adequate notice is given if someone were to have a meeting in the space at the same time.

The caterer is in Canton and drivers deliver pre-packaged meals. The drivers come about 10:00am to 10:30am.

Susan Saunders, Chairperson for SHA, had conversations with the board and also gathered some questions. It was asked if Jayne has reached out to the Sharon Community Center. Jayne said yes and they are waiting to hear back from them. Susan Saunders also stated that 9:00am to 1:00pm is not workable because of the Sharon Housing Authority being in the same space. The kitchen is in the back of the building right next to the SHA office. Other options need to be looked at. Jayne Davis mentioned that this is the best location for the program because transportation would not be provided.

Chelsea Lanson explained the Supportive Housing Requirements of the program. 1. Make public housing to be like assisted living. 2. 24 hour response system. 3. Meals on Wheels Program (must have). 4. Requires meals to be available 7 days per week. Chelsea said a "dinner" program is not an option. The business hours are 9:00am to 5:00pm and staffing issues. Susan Saunders asked if they could serve at 4:00pm when the SHA office is closed. The board would like to

make sure the SHA office personnel have their space. There is a lot of personal and confidential information in the office. Chelsea explained that she has worked here for 6 years and it is her understanding that the room is to be used for residents. Outside community groups should not be a priority. Chelsea suggested 26 Hixson Farm Road be used for meetings if the housing authority needs space. The goal is to prioritize programs. Outside groups can use other buildings in town. Edwin Little explained that people started using this room because the Sharon Community Center was being renovated. It is also cheaper to use this building than to go to the community center. Ed explained that the SHA board strongly believes in this program, but also states that the SHA has been very good to all of the HESSCO programs. Susan Saunders asked how many people are fed and Chelsea said she could not give a direct answer, but for breakfast is an average of 5 residents per day. The supportive housing events are once a month. Chelsea suggested the library area in the community room be used for a private meeting space. Peter Melvin mentioned that Chelsea is a huge asset to the program and has done a great job with the program.

Chelsea said there would be approximately 15 people in the space for lunch plus staff and volunteers. There is an overnight requirement for Anodyne staff and they use Chelsea's office, which is provided by the SHA, to stay overnight. Nancy Bartley said that she would need to do a CORI on all staff members of HESSCO per the contract and especially if staff is staying overnight at SHA.

Chelsea and Jayne thanked the Sharon Housing Authority Board for letting them speak.

Susan Saunders said she spoke with Chelsea on Friday, September 11, 2020 and they came up with a dinner program, which could work because the SHA closes at 3:00pm. Also, Susan explained that one program is not dependent on the other. They are two separate programs, but both want to use the SHA space.

Edwin Little motioned to not allow the Meals on Wheels Program to use the kitchen and community room space to provide meals. Susan Price seconded. No further discussion. All in favor.

Edwin Little motioned to allow the Supplemental Food Program. Once COVID is over the breakfast can continue 7 days per week and special events. Also, can offer an after 4:00 meal program with use of the kitchen, but be responsible for clean-up. Susan Price seconded. No further discussion. All in Favor.

#### **4. Minutes of Previous Meetings.**

##### **A. Minutes of regular meeting on August 3, 2020.**

Edwin Little made a motion to approve the minutes. Susan Price seconded. All in Favor. No further discussion.

#### **5. Monthly Reports:**

##### **A. Maintenance Report:**

There were 18 emergency work orders.

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

5 Vacancies. Two units are deferred because of extensive damage.

C. Unit Turnover Report

One resident moved to a handicap unit.

**6. August, 2020 Check Register:**

Edwin Little motioned to approve the check register totaling \$33,964.13.  
Susan Price seconded. All in Favor.

**7. August, 2020 Financial Statement:**

Financial Statements were not ready in time for the meeting. Deferred to October meeting.

**8. Executive Directors Report:**

Still Interviewing for Assistant Position.

Working with accountant on quarterly reports.

Working with Gary DePace on the AUP Audit.

ED Contract needs to be reviewed and approved with 4 weeks vacation.

Edwin Little motioned to sign contract and extend vacation to 4 weeks for the ED.  
Susan Price seconded. No further discussion. All in favor.

**9. Other Business:**

No other business. Next meeting will be on October 5, 2020.

Edwin Little made a motion to go into Executive Session at 10:41 AM. Susan Price seconded. All in favor.

Edwin Little made a motion to return to regular session at 9:50 AM. Susan Price seconded. All in Favor. No further discussion.

**10. Adjournment:**

Edwin Little motioned to adjourn the meeting at 9:55 am. Peter Melvin seconded. All in favor. No further discussion