

Sharon Housing Authority
Minutes of Meeting
June 12, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

Roll Call:

Present: Peter Melvin, Ralph Generazzo, Edwin Little

Absent: Charlotte Dana, Susan Saunders

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:00am.

1. Approval of May 1, 2017 regular meeting minutes:

A motion was made by Ralph Generazzo to approve the regular meeting minutes from May 1, 2017; seconded by Peter Melvin. All in favor. No discussion or comments.

2. Correspondence:

There was no correspondence.

3. Expenditures for May 2017:

A motion was made by Ralph Generazzo to approve the expenditures for May 2017 in the amount of \$85,026.21; seconded by Peter Melvin. Chairman Edwin Little had a question about the sick/vacation leave payout for Jane Desburg in the amount of \$16,050.31. Chairman Edwin Little wanted to know what line item the money was coming out of and if it decreased the SHA budget by \$16,050.31. Executive Director Ashley Vincent will ask the accountant when she comes on June 15. The board also viewed the debits/credits for May 2017. No further discussion or comments. All in favor.

4. Formula Funding projects:

Upcoming formula funding projects were discussed including. FISH266070 the window replacement project for buildings 1 and 3 which is underway as well as replacing the hallway/common area flooring in 667-2 which will be done by the end of June.

5. CIP 5 year Plan:

A motion was made by Peter Melvin to approve the CIP 5 year plan; seconded by Ralph Generazzo. Each project was reviewed for the upcoming five years. Projects that were added included: replacing the heat and smoke detectors, replacing sidewalks, replacing windows in the laundry rooms, replacing windows in the community building, common area and hallway flooring, and installing a door intercom system. Chairman Edwin Little had a question regarding the roofs at the 689 development. Chairman Edwin Little wanted to know what the Housing Authority was responsible for at the 689 development as far as maintenance and if the SHA could use the money for that project instead for the 667 or 705 developments. Executive Director Ashley Vincent explained that there is a certain amount of money allocated for the 689 program yearly in the CIP plan. No further discussion or comments. All in favor.

7. Designate Purchasing Agent:

A motion was made by Ralph Generazzo; seconded by Peter Melvin to designate Executive Director

Ashley Vincent as the purchasing agent for Sharon Housing Authority. Ralph Generazzo explained that this was just a formality, and the previous director Jane Desburg was the prior purchasing agent. No further discussion or comments. All in favor.

Maintenance Report:

Executive Director Ashley Vincent stated that Jay Fortier of the maintenance department will be producing a maintenance report for board meetings moving forward. The report will include a vacancy report, unit turnover progress and a general list of items done throughout the month. Executive Director Ashley Vincent stated that Jay Fortier is being given a weekly list of items that need to be completed. At the end of each week, both Jay Fortier and Ashley Vincent will check off which items were completed and initial the list. No discussion or comments.

Executive Director Report:

Executive Director Ashley Vincent summarized the Executive Director's report. Resident suggestions are already being implemented, including painting the crosswalks and installing motion detector lights at the smoking area and maintenance garage. Travis Spender of the maintenance department will be doing a spring/summer landscaping cleanup at the 667-1 and 667-2. developments. The SHA was awarded two grants to help remodel the community room, and new carpet is getting installed next week! Inspections in the 705 units will be scheduled, and the 667-1 and 667-2 inspections will be redone. No discussion or comments.

Other Business:

A GPS was purchased for the maintenance vehicle, since it it taken home after hours and parked at Jason Fortier of maintenance's house. Bringing the maintenance vehicle home after hours was voted on by the board previously because Jay Fortier is on call 24/7. A motion was made by Ralph Generazzo to install the GPS on the maintenance vehicle; seconded by Peter Melvin. No further discussion or comments. All in favor.

Due to the Fourth of July Holiday, the July annual meeting will be held on Monday, July 10, 2017 at 9:00am at 18 Hixson Farm Rd Sharon, MA 02067. The July regular meeting will be held on Monday July 10, 2017 at 9:15am at 18 Hixson Farm Rd Sharon, MA 02067.

A motion to adjourn the meeting at 9:58am was made by Peter Melvin, seconded by Ralph Generazzo. All in favor.