

**Sharon Housing Authority**  
**Minutes of Meeting**  
**July 6, 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, Michael Khoury, Peter O'Cane

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:09 am; seconded by Peter Melvin. No questions or discussion. All in favor.

**2. Notice of meeting:** Posted on June 25, 2020 at 10:00 am

Susan Saunders thanked everyone for being here and turned the meeting over to Michael Khoury.

**3. Meeting with Attorney Michael Khoury. The intent of the meeting is to review and sign the DHCD required documents for 135 Old Post Road.**

Michael Khoury passed out a set of Documents to the SHA Board for signatures regarding the Restrictions Agreement, Marketing Plan and Materials. Peter O'Cane told the board that they need to vote and approve on the recommendation from the SHA Board. Many questions were asked and answered about local preference and lottery. Peter O'Cane will call DHCD on the marketing plan. DHCD and the Town of Sharon need to agree. Susan Saunders explained that this was approved in the first place because of local preference. Peter O'Cane will check with DHCD to clarify the 10% local preference. Peter O'Cane also confirmed that an outside company will do the monitoring agreement. DHCD stated that the standard is a 30-year agreement. Susan Price brought up that there are a few typos in the agreement that will need to be corrected. A. Edwin Little motioned to accept the monitoring agreement. Susan Price seconded the motion (with the typos corrected). All in Favor. B. Edwin Little motioned to approve, as written, to allow local preference, but if DHCD does not approve it, it will have to be rewritten. Susan Price seconded. All in Favor. The Affordable Housing Restriction Agreement was edited and revised by DHCD last March. The previous SHA director needs to be taken off and the current ED needs to be added. The municipality should be the Town of Sharon and not the Sharon Housing Authority. Michael Khoury asked if there another office in the town should be added. Susan Price suggested that the Town Administrator or the Select Board should be added. Edwin Little motioned to approve the Affordable Housing Restriction Agreement, with the changes. Zannati Rahman seconded. All in Favor. Peter O'Cane will call DHCD and get back to the SHA board regarding the 40R program. He will send a letter to the select board of Sharon. The ED will write up a letter and Susan Saunders will sign.

**4. Minutes of Previous Meetings.**

A. Minutes of regular meeting on June 1, 2020.

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

**5. Monthly Reports:**

A. Maintenance Report:

There were 62 Work Orders and 34 Complete and 28 were Deferred.

B. Monthly Vacancy Report:

There are 5 vacancies.

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

Edwin Little motioned to approve the check register totaling \$83,952.80. Peter Melvin seconded. All in Favor.

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

Edwin Little motioned to approve financial statement. Zannati Rahman seconded. All in Favor

**8. Executive Directors Report:**

Working closely with DHCD guidance. Gary DePace was hired to handle the AUP audit, which is required by DHCD. This audit will be done remotely. ED brought up that her contract is up for renewal. ED would like to board to vote and approve 4 weeks vacation. Edwin Little said he wants time to think about this. ED will write up the new contract and show the board.

**9. Other Business:**

None

**10. Adjournment:**

Edwin Little motioned to adjourn the meeting at 10:37 am. Peter Melvin seconded. All in favor. No further discussion