

**Sharon Housing Authority
18 Hixson Farm Road, Sharon, MA 02067
Minutes of Meeting on October 4, 2021**

1. Roll Call:

Present: Susan Saunders, Susan Price, Zannati Rahman
Xander Shapiro, Peter Melvin
Other: Nancy Bartley and Richard Shaw via telephone.

The meeting was called to order by Chairperson, Susan Saunders, at 9:04 a.m.

2. Notice of meeting: Posted on September 24, 2021 at 11:33 a.m.

3. Minutes of Previous Meetings.

A. Regular Meeting Minutes for September 13, 2021.

Susan Price made a motion to approve regular minutes of September, 2021 with corrections. Zannati Rahman seconded. All in favor. No further discussion.

Richard Shaw – Budget

Richard Shaw explained the guidelines were published two weeks ago and there is an 4% allowable increase. The ED salary schedule is not published yet. Rick explained the budget line by line. The reserves in 400-1 and 689 look good. The AHVP vouchers receive a \$50.00 admin. fee for each voucher. Rick explained the ED is making sure the H.A. receives all the MOD money and admin. money for each project. Susan Price motioned to approve the budget. Xander Shapiro seconded. All in favor. No further discussion.

4. Monthly Reports:

A. Maintenance Report: There were 46 Work Orders from September 13, 2021 to October 4, 2021. 41 are completed.

B. Monthly Vacancy Report: There are 3 new vacancies since the last meeting. 2 units have been filled from the waiting list.

C. Unit Turnover Report: There are the 3 new vacancies that are turnovers.

5. September, 2021 Check Register:

Susan Price motioned to approve the September, 2021 check register totaling \$55,924.69. Xander Shapiro seconded. All in favor. No further discussion.

6. September, 2021 Financial Statements:

Susan Price motioned to approve the September, 2021 Financial Statements. Zannati Rahman seconded. All in Favor. No further discussion.

7. Executive Director Report:

The flooring project went out to bid. There was a construction meeting with the contractors interested and the bids will be due in a couple weeks. The low bid for DHCD Project #266097 has come in from Page Building Construction Co., Inc. Susan Price motioned to approve the low bid contract. Zannati Rahman seconded. All in Favor. No further discussion. The ED has been working with DePace for the AUP audit. The PMR audit with DHCD is scheduled. There will be a flu clinic at the community room on Wednesday. The ED will email all members of the board the paperwork for each meeting the Thursday before the scheduled meeting. ED spoke with Mike Carey at Eastern Bank and scheduled a meeting for 10/8/21 at 9:45a.m. to update the signors on the accounts.

9. Adjournment:

Susan Price motioned to adjourn the meeting at 10:41 am. Xander Shapiro seconded. All in favor. No further discussion.