

**Sharon Housing Authority  
18 Hixson Farm Road, Sharon, MA 02067  
Minutes of Meeting on November 1, 2021**

**1. Roll Call:**

Present: Susan Saunders, Zannati Rahman, Susan Price, Xander Shapiro, and Peter Melvin was 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 October 28, 2021 at 8:52 a.m.

**3. Minutes of Previous Meetings.**

A. Regular Meeting Minutes for October 4, 2021

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

**4. Monthly Reports:**

A. Maintenance Report: There were 37 Work Orders from October 4, 2021 to November 1, 2021. 31 are completed. Maintenance employees are working on turnovers and fall cleanup

B. Monthly Vacancy Report: There are 2 new vacancies since the last meeting. A list has been pulled from the waiting list. 2 units are still vacant because of projects.

C. Unit Turnover Report: There are the 2 new vacancies that are turnovers.

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

Discussion about the purchase of a new truck and the truck trade-in. Susan Price motioned to approve the October, 2021 check register totaling \$140,005.15. Zannati Rahman seconded. All in favor. No further discussion.

**6. September, 2021 Financial Statements:**

ED did not get the September Financial Statements from the accountant yet. Will discuss next meeting.

**7. Parking Situation/Parking Policy and Pet Policy.**

ED will ask HESSCO employees to park in front of community room. ED will compare the parking and pet policies with some other LHA's. Discussions about residents driving on the sidewalks and emergency road. This will be clear in the updated policy. There are extra spaces beyond Building 26 that are for the residents. Peter Melvin asked if we could go from the "private" road to a "public"

road. It was explained that the Town of Sharon will not agree to go public. Hixson Farm Road is a state municipal street not a town street.

### **8.Executive Director Report:**

The Sheriff's crew has been working at SHA for the last few weeks. Project for Unit 3A has begun. Unit 29B is completed and the State Housing Coordinator has pulled from the waitlist. ED explained that Hixson Farm Road was without power for about 14 hours during the storm. The community room was opened to all because of the generator. The PMR with DHCD has been scheduled for November 8, 2021. Kathy Savage joined the meeting and explained to the board a very scary and difficult situation that occurred while she was in the office. A resident and relative were banging on the windows and doors and screaming at her. Susan Saunders instructed Kathy to call the Sharon Police Department should another situation ever happen again.

### **9. Other Business:**

A. Board to Vote on Amendment #13 of the Contract for Financial Assistance 5001 - \$254,471.00. Peter Melvin motioned to approve the revised amount. Susan Price seconded. All in favor. No further discussion.

B. Board to Vote on Change Order Request for additional Plumbing and Electrical totaling \$2,985.64 for Project #266096. Susan Price motioned to approve the additional amount. Xander Shapiro seconded. All in favor. No further discussion.

Susan Saunders thanked Susan Price for her participation and dedication to the Sharon Housing Authority Board and wish her best wishes. The ED and rest of the board wished her well.

### **10. Adjournment:**

Susan Price motioned to adjourn the meeting at 10:34 am. Xander Shapiro seconded. All in favor. No further discussion.