

Sharon Housing Authority  
Minutes of Meeting  
August 7, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll Call:**

Present: Peter Melvin, Ralph Generazzo, Edwin Little, Susan Saunders, Charlotte Dana

Absent:

Other: Ashley Vincent Executive Director

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

**2. Notice of meeting:**

The meeting was posted on August 3, 2017.

**3. Minutes of previous meetings:**

***A. Minutes of regular meeting on June 12, 2017***

A motion was made by Ralph Generazzo to approve the minutes of the regular meeting on June 12, 2017; seconded by Charlotte Dana. No questions or discussion. All in favor.

***B. Minutes of annual meeting on July 10, 2017***

A motion was made by Ralph Generazzo to approve the minutes of the annual meeting on July 10, 2017; seconded by Charlotte Dana. No questions or discussion. All in favor.

***C. Minutes of regular meeting on July 10, 2017***

A motion was made by Ralph Generazzo to approve the minutes of the regular meeting on July 10, 2017; seconded by Charlotte Dana. Peter Melvin wanted to see if there were any updates with the letter Susan Saunders sent to the selectman regarding the proposed 40B on Morse Street. Susan Saunders stated that she did not hear back from the selectman. Susan Saunders said that she did want to find out the wait list times for the Wilbur School Apartments and Avalon Sharon. Executive Director Ashley Vincent said that the architect from the 40B project called the Housing Authority asking to speak at the August meeting. No further questions or discussion. All in favor.

**4. Monthly Reports:**

***A. Maintenance Report:***

Jason Fortier of maintenance wrote up a report summerizing what he did during the month of July. Jason finishing turning over an apartment, mowed the lawn at 667-1 and 667-2, completed work orders and started waxing the floors at 667-2. No questions or discussion.

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

The monthly vacancy report was reviewed. There were no vacant units as of August 7, 2017.

***C. Unit Turnover Report:***

There was no unit turnover report for the month of August 2017 due to the fact that there were no vacancies.

## **5. Review Policies**

No policies were reviewed.

## **6. Check Registers:**

A motion was made by Ralph Generazzo; seconded by Charlotte Dana to approve the warrant for July 2017 in the amount of \$42,481.55. There were a few questions regarding the financials.

Susan Saunders had a question about Greenfields Landscaping. Executive Director Ashley Vincent explained that loom was delivered for the 667-2 development for holes that were caused after maintenance removed dead bushes.

Executive Director Ashley Vincent explained that the New England Carpet and Flooring invoices were for two separate projects. The first project was a mod project for the 667-2 hallway floors. The second project was for replacing the carpet/tile in the community building.

Susan Saunders asked what the invoice for James Gleason was. Executive Director Ashley Vincent explained that James Gleason and Glen Meadow LLC are landlords for the AHVP program. The AHVP program was explained to the Board.

Executive Director Ashley Vincent explained that EHS Pest Management Services will be starting quarterly treatments at all developments for pest control. 667-2 was sprayed for cockroaches and the 705 development is being treated for mice.

Chairman Edwin Little asked what the DPW invoice was for. Executive Director Ashley Vincent stated that it was for fuel charges for the maintenance truck and gas cans for landscaping equipment.

Susan Saunders asked what the invoice for Lighthouse Architecture was for. Executive Director Ashley Vincent explained that Lighthouse Architecture is the Housing Authorities architect for Fish #266070 and that DHCD reimburses the Housing Authority for architecture fees.

Executive Director Ashley Vincent explained to the Board that check numbers 9776-9781 were reimbursements for tenant pet deposits. The Housing Authority will no longer be accepting pet deposits. The deposits were returned to tenants with interest.

The payroll journal for the month of July from PayChex was reviewed with the Board.

The open invoices debits/credits was reviewed with the Board.

No further questions or discussion. All in favor.

## **7. Financial Statements for July 2017:**

The financial statements from Fenton, Ewald and Associates for period ending June 30, 2017 (year end) are still being completed. The Board will have to sign and vote on the year end reports. No discussion or

comments.

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

Executive Director Ashley Vincent summarized the Executive Director's report. An inspection schedule was created and the SHA will be inspecting one building a month so that Jason of maintenance can complete all work orders generated during inspections. Additional things that happened during the month of July included: the SHA is no longer accepting pet deposits, additional cameras were installed at the 667-1 development, exterminator services will be started quarterly and the SHA is having an organizer help organize files and paperwork. The CIP plan was approved and a new roof at the 689 program will be completed as well as the window project for the community room and laundry rooms. The SHA did great staying on budget this year!

### **9. Change Order Request for Fish #266070**

A motion was made by Susan Saunders for the application and certificate for payment in the amount of \$5,035.00 for Fish #266070; seconded by Ralph Generazzo. No questions or discussion. All in favor.

A motion was made by Peter Melvin for the change order for Fish #266070; seconded by Susan Saunders. No questions or discussion. All in favor.

A motion was made by Peter Melvin to approve 15 hours of pay for the Executive Director for Fish #266070; seconded by Ralph Generazzo. No questions or discussion. All in favor.

### **10. Lead Paint Certification**

The Board signed the Certificate of Compliance with Notification Procedures for Federal and State Lead Paint Laws. No questions or discussions.

### **11. Other Business:**

There was no other business.

### **12. Adjournment:**

A motion to adjourn the meeting at 09:55am was made by Ralph Generazzo; seconded by Peter Melvin. All in favor.