

Sharon Housing Authority  
Minutes of Meeting  
July 10, 2017, 9:15am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll Call:**

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

Absent: Charlotte Dana

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:15am.

**2. Notice of meeting:**

The meeting was posted on July 6, 2017.

**3. Minutes of previous meetings:**

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

The minutes from the regular meeting on June 12, 2017 will be tabled until next meeting.

**4. Monthly Reports:**

***A. Maintenance Report:***

There was no maintenance report for the month of July.

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

The monthly vacancy report was reviewed. There were two vacant units as of July 10, 2017.

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

The unit turnover report was reviewed. Both 35A Hixson Farm Rd and 26 Hixson Farm Rd #8 were in poor condition. A list of what was done in each unit was reviewed.

**5. Review Policies**

***A. Personnel Policy.***

A motion was made by Peter Melvin; seconded by Ralph Generazzo to accept the personnel policy. All in favor. The updated personnel policy was reviewed. The progressive discipline policy was incorporated as well as the sexual harassment policy and code of conduct. The personnel policy was also reviewed by Regional Attorney Andrew Bailey. No further discussion.

**6. Check Registers:**

A motion was made by Ralph Generazzo; seconded by Peter Melvin to approve the warrant for June 2017 in the amount of \$52,442.65. All in favor. There were a few questions regarding the financials.

Chairman Edwin Little asked now that the Housing Authority is using paychex for payroll, to include a

monthly payroll journal since the salaries and checks are no longer listed on the check register. Chairman Edwin Little also asked if the Sharon DPW can do the Housing Authorities oil changes since the Housing Authority gets gas from the DPW versus the Housing Authority having to pay an outside automotive garage (C&G Auto) to do the oil changes on the truck.

It was also discussed that Foxboro Appliance was paid twice in the same amount. Executive Director, Ashley Vincent explained that it was a duplicate invoice and Foxboro Appliance refunding the Housing Authority.

Susan Saunders asked about the Norfolk County Retirement payment in the amount of \$22,916.00. Executive Director, Ashley Vincent explained that this is a one a year payment to cover the Executive Director and Jason Fortier, the full time maintenance employees retirement that they both pay into each paycheck.

Susan Saunders asked what the two payments to 24Trauma both in the amount of \$895.00 were for. Executive Director Ashley Vincent explained that they were for the two vacant units. One was for a nicotine cleaning and the other invoice was for a biohazard cleaning due to staph infections contaminating the unit.

Chairman Edwin Little asked what the Town of Sharon Water bill in the amount of \$80.00 was for. Executive Director Ashley Vincent explained that this was a yearly testing of the water.

Executive Director Ashley Vincent also went over the home depot invoice in the amount \$718;90; The majority of the invoice was spent on wood for benches that Jay Fortier of maintenance has been working on.

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

No further discussion.

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

The financial statements from Fenton, Ewald and Associates for period ending May 31, 2017 was reviewed and signed off on June 30, 2017. No discussion or comments.

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

Executive Director Ashley Vincent summarized the Executive Director's report. The Housing Authority has transitioned from using Quickbooks for financials to solely using PHA Network. The transition has been smooth and Cassandra Cast, Administrative Assistant has been great with sending out letters for late rents. The window project on buildings 1 and 3 is being wrapped up. The community room grant money has been being used. Other projects being done throughout the property were discussed. No discussion or comments.

## **9. Other Business:**

Susan Saunders read a letter that she sent to the selectman regarding a proposed 40B on Morse Street. The letter was in response to a newspaper article about the Housing Authorities support for the proposed 40B project.

A motion for the certificate of substantial completion for Fish #266070 was made by Peter Melvin;

seconded by Ralph Generazzo. All in favor. No questions or discussion.

A motion to adjourn the meeting at 10:30am was made by Ralph Generazzo; seconded by Peter Melvin. All in favor.

***The next meeting will be held on Monday August 10, 2017 at 9:00am.***