

Sharon Housing Authority  
Minutes of Meeting  
November 20, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

**1. Roll Call:**

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

Absent:

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:02am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

**2. Notice of meeting:**

The meeting was posted on November 16, 2017.

**3. Minutes of previous meetings:**

***A, Minutes of regular meeting on October 2, 2017***

A motion was made by Charlotte Dana to approve the minutes from the regular meeting on October 2, 2017; seconded by Peter Melvin. No questions or discussion. All in favor.

***B. Minutes of special meeting on October 16, 2017***

A motion was made by Charlotte Dana to approve the minutes from the special meeting on October 16, 2017; seconded by Peter Melvin. No questions or discussion. All in favor.

**4. Monthly Reports:**

***A. Maintenance Report:***

There was no maintenance report for the month of October.

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

The monthly vacancy report was reviewed. The SHA leased two apartments in October and have one handicapped unit maintenance ready.

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

There was no unit turnover report for the month of October as all units that were vacant were maintenance ready.

**5. Review Policies:**

***A. Public Records Law Policy:***

The public records law policy was tabled and will be reviewed at the next meeting.

### ***B. Lock-out Policy:***

A motion was made by Susan Saunders to approve the lock-out policy; seconded by Ralph Generazzo. Chairman Edwin Little asked how often people are locked out and if they are allowed one free lock-out. Executive Director Ashley Vincent explained that there have not been any lockouts since she started but that tenants would not have one free-lock out. Also, Ashley Vincent explained that the fee was not increased and it is just to cover the cost of overtime for maintenance having to come out. No further questions or discussion. All in favor.

### ***C. Transfer Policy:***

A motion was made by Charlotte Dana to approve the transfer policy; seconded by Peter Melvin. No questions or discussion. All in favor.

### **6. Check Registers:**

A motion was made by Ralph Generazzo to approve the October 2017 warrant in the amount of \$41,406.55; seconded by Peter Melvin. The payroll journal for the month of October was also reviewed. Chairman Edwin Little wanted to acknowledge the Greenfields Landscaping invoice and comment on how great the developments look after the landscaping cleanup. No further questions or discussion. All in favor.

### **7. Financial Statements – September 30, 2017 Quarterly**

The quarterly financial statements from September 30, 2017 were provided to the board. Ashley Vincent stated that the budget guidelines were still not out yet but that the SHA would be getting a \$10,000 technology allowance. No questions or discussion.

### **8. Executive Director report:**

The Executive Director report for the month of October 2017 was reviewed. The SHA has reached out to the Sharon COA, the Sharon Veteran's Officer and DHCD regarding the handicapped wait list as well as trying to get more Veteran's on the wait list. The technology allowance from DHCD was also discussed. The SHA is going to purchase two iPads as well as a laptop. The website will also be updated as well as software. PHA Network will be coming out with an app for work orders, inventory and inspections that the iPads will be used for. The two current construction projects were also reviewed and are underway and going well.

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

#### ***Board Vote to Approve Change Order – DHCD FISH 266070***

Chairman Edwin Little made a motion that the Sharon Housing Authority approve the change order for Window Replacement 667-1, Phase 3 in buildings 1 and 3 in the amount of \$3,500.00; seconded by Ralph Generazzo. No questions or discussion. All in favor.

There will not be a December meeting. The next meeting will be held on January 8, 2018. at 9:00am.

### **11. Adjournment:**

A motion to adjourn the meeting at 09:35am was made by Ralph Generazzo; seconded by Peter Melvin..  
No questions or discussion. All in favor.