

Sharon Housing Authority
Minutes of Meeting
February 5, 2018 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 9:05am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on February 1, 2018.

3. Minutes of previous meetings:

A. Minutes of regular meeting on January 8, 2018

A motion was made by Ralph Generazzo to approve the minutes from the regular meeting on January 8, 2018 seconded by Peter Melvin. No questions or discussion. All in favor.

4. Monthly Reports:

A. Maintenance Report:

The maintenance report from Jason Fortier was reviewed. Jason has worked on snow removal, work orders, inspections and met with several contractors throughout the month for preventive maintenance servicing.

B. Monthly Vacancy Report:

There was no monthly vacancy report as there are no current vacancies.

C. Unit Turnover Report:

There was no unit turnover report as there are no current vacancies.

5. Check Registers:

A motion was made by Ralph Generazzo to approve the January 2018 warrant in the amount of \$98,291.25; seconded by Peter Melvin. The payroll journal for the month of January was also reviewed. Chairman Edwin Little requested that on the check register moving forward that the PayChex withdrawals can be categorized as salary, withholdings and fees. Susan Saunders asked how often and who is on the Comm of Mass Group Insurance Commission. Executive Director Ashley Vincent stated that it is herself, Jason Fortier and Jane Desberg and it is paid quarterly. Chairman Edwin Little asked about the William F. Sullivan Insurance Agency. Executive Director Ashley Vincent explained that it is a yearly fee for insurance of the units that is procured through the state. No further questions or discussion. All in favor.

6. Financial Statements:

The quarterly financial statements for December 31, 2017 are not yet completed.

7. Executive Director report:

The Executive Director report was reviewed. A RFQ was sent out to install cameras at the 705 developmen and Lan-tel was the only bid the SHA received. Nextamp Solar company said that the SHA should be receiving their first check in February. Recertification packets were mailed to all 667 residents. Inspections were done in Building 5 and the new inspection schedule is working out well for everyone. Lastly, Administrative Assistant Cassandra Cast has been terminated and the SHA has begun advertising and interviewing her for position.

7. FY18 Budget Approval:

Fee Accountant Christine Landry went over the FY18 budget. Some key points that she discussed were :there was a 10% increase in ANUAL, a new salary schedule for Executive Directors, a \$10,000 technology allowance, up to a 5% increase in administrative salaries which will enable the SHA to pay Rachel Walsh and increase pay/hours for the Administrative Assistant/Bookkeeper position.

Charlotte Dana asked about the PILOT line item. Christine Landry explained that it is “Payment in Lieu of Taxes” and is what the SHA pays instead of property taxes for the 705 and 689 program. The taxes actually went down in FY18 as well.

Susan Saunders asked what is included in the Admin Other cost as it went up this year. Christine Landry explained that it is for training, conferences, courses for Executive Director Ashley Vincent, etc.

No further questions or discussion.

Charlotte Dana moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 4001 for fiscal year ending 6/30/18 showing total revenue of \$358267 and total expenses of \$510382 thereby requesting a subsidy of \$163116 to be submitted to the Department of Housing and Community Development for its review and approval. Peter Melvin seconded the motion which, upon roll-call, was passed by a vote of 5-0.

Peter Melvin moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number 689 for fiscal year ending 6/30/18 showing total revenue of \$29707 and total expenses of \$29694 thereby requesting a subsidy of \$0 to be submitted to the Department of Housing and Community Development for its review and approval. Ralph Generazzo seconded the motion which, upon roll-call, was passed by a vote of 5-0.

Charlotte Dana moved that the proposed Operating Budget for state-aided housing of the Sharon Housing Authority (ie. 400-1, 400-9, 400-A, 689, MRVP), Program Number AHVP for fiscal year ending 6/30/18 showing total revenue of \$960 and total expenses of \$731 thereby requesting a subsidy of \$0 to be submitted to the Department of Housing and Community Development for its review and approval. Peter Melvin seconded the motion which, upon roll-call, was passed by a vote of 5-0.

10. Other Business:

None

11. Adjournment:

A motion to adjourn the meeting at 09:50am was made by Chairman Edwin Little; seconded by Peter Melvin.. No questions or discussion. All in favor.