

Sharon Housing Authority
Minutes of Meeting
May 7, 2018 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

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

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 May 2, 2018.

3. Minutes of previous meetings:

A. Minutes of regular meeting on April 9, 2018

A motion was made by Charlotte Dana to approve the minutes from the regular meeting on April 9, 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 work orders, continued projects around the community room, and helped with the garden project. He also met with several contractors throughout the month including: Tony Quirone, Lindelof Plumbing and ASAP Drain.

B. Monthly Vacancy Report:

There are currently no vacant units.

C. Unit Turnover Report:

There are currently no vacant units so there is no unit turnover report.

5. Check Registers:

A motion was made by Ralph Generazzo to approve the April warrant in the amount of \$70,172.66 seconded by Charlotte Dana. Charlotte Dana asked what the invoice for CVS was for. Ashley Vincent stated that it was for envelopes for re-certifications. Chairman Edwin Little asked about the Amazon invoices. Ashley Vincent stated they were for gardening supplies and the grant money paid for them. The payroll journal for the month of April was also provided. No further questions or discussion. All in favor.

6. Financial Statements:

Fee Accountant Christine Landry will be at the SHA by the end of the month to complete the monthly financials for April 2018. No questions or discussion.

7. Executive Director report:

The Executive Director report was reviewed. The CIP plan was drafted with RCAT Jerry Peterson. Inspections were done in Building 26 on the first floor and fourteen work orders were generated from inspections. The bathrooms in Building 26 desperately need to be replaced. DHCD updates on the centralized waitlist and TAR reports were reviewed. Trainings on personnel and PHM were attended and a lot of valuable information was taken away that will be implemented at the SHA.

8. Executive Director Evaluation:

Executive Director Ashley Vincent's performance evaluation was summarized and presented by Chairman Edwin Little.

9. Approval of 5 Year CIP:

A motion was made by Charlotte Dana to approve the 5 Year CIP; seconded by Ralph Generazzo. No questions or discussion. All in favor.

10. Lead Paint Certificate:

The lead paint certification of compliance was signed by all board members. No questions or discussion.

11. Fenton, Ewald & Associates Contract Approval:

A motion was made by Charlotte Dana to approve the State Contract for accounting services between the SHA and Fenton, Ewald & Associates for the period July 1, 2017-June 30, 2018; seconded by Peter Melvin. No questions or discussion. All in favor.

12. Other Business:

Chairman Edwin Little recapped the community garden project that Executive Director Ashley Vincent organized. Over fifty students from Norfolk Aggie came and did a service day and the garden and grounds look great!

13. Adjournment:

A motion to adjourn the meeting at 09:45am was made by Peter Melvin; seconded by Ralph Generazzo. No questions or discussion. All in favor.