

Sharon Housing Authority
Minutes of Meeting
September 14, 2018 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

Present: Peter Melvin, Ralph Generazzo, Edwin Little
Absent: Charlotte Dana, Susan Saunders (due to religious holiday)
Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:00am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on September 5, 2018.

3. Minutes of previous meetings:

A. Minutes of regular meeting on June 11, 2018

A motion was made by Peter Melvin to approve the minutes from the regular meeting on June 11, 2018; seconded by Ralph Generazzo. No questions or discussion. All in favor.

B. Minutes of regular meeting on July 2, 2018

A motion was made by Peter Melvin to approve the minutes from the regular meeting on July 2, 2018; seconded by Ralph Generazzo. No questions or discussion. All in favor.

4. Monthly Reports:

A. Maintenance Report:

There was no maintenance report for review.

B. Monthly Vacancy Report

The vacancy report was reviewed. There was one unit that was vacated on June 30, 2018. It was filled on July 18, 2018.

C. Unit Turnover Report

The unit turnover report was reviewed. The vacant unit was a quick turnover with mostly just priming and painting and a deep clean.

5. Check Registers:

A motion was made by Ralph Generazzo to approve the June 2018 warrant in the amount of \$42,765.12 seconded by Peter Melvin. No questions or discussion. All in favor.

A motion was made by Ralph Generazzo to approve the July 2018 warrant in the amount of \$71,039.23

seconded by Peter Melvin. Chairman Edwin Little asked why the July warrant was so high. Ashley Vincent explained that to months of utility bills were on the warrant along with quarterly water bills and retirement. No further questions or discussion. All in favor.

A motion was made by Ralph Generazzo to approve the August 2018 warrant in the amount of \$40,254.14 seconded by Peter Melvin. No questions or discussion. All in favor.

6. Financial Statements:

The May 2018 and June 2018 financial statements were reviewed. Ashley Vincent explained that new Fee Accountant Rick Shaw was coming in on Thursday to complete July and August's financial statements. Chairman Edwin Little requested that the SHA board ask Rick Shaw to attend the November board meeting.

7. Board Vote to Approve FY 2018 Year End Financials:

A motion was made by Peter Melvin to approve the June 30, 2018 yearend financial statements; seconded by Ralph Generazzo. Ashley Vincent reviewed the yearend financial statements for the 4001, 689 and MRVP programs. No questions or discussion. All in favor.

8. Executive Director Report:

Ashley Vincent reviewed the Executive Director's report and gave a summary of what maintenance and administrative staff have been working on.

9. Board vote to approve new office hours:

A motion was made by Peter Melvin to approve the new office hours of Monday through Thursday 9:00am-3:00pm until the next board meeting so that it can be reviewed and discussed with Charlotte Dana and Susan Saunders; seconded by Ralph Generazzo. No questions or discussion. All in favor.

10. Other Business:

Chairman Edwin Little just wanted to point out that both Travis and Michael the summer-help maintenance employee have been doing a great job at landscaping the property and painting the fences and benches.

Ashley Vincent let the board know that the SHA has been granted an additional 8 AHVP vouchers.

11. Adjournment:

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