

Sharon Housing Authority
Minutes of Meeting
October 22, 2018 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

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

Absent: N/A

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:03am; seconded by Ralph Generazzo. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on October 17, 2018.

3. Minutes of previous meetings:

A. Minutes of regular meeting on September 10, 2018

A motion was made by Ralph Generazzo to approve the minutes for the regular meeting on September 10, 2018; seconded by Peter Melvin. No questions or discussion. Susan Saunders abstained from voting as she was not present for the meeting. All in favor.

B. Minutes of special meeting on September 10, 2018

A motion was made by Ralph Generazzo to approve the minutes for the special meeting on September 10, 2018; seconded by Peter Melvin. No questions or discussion. Susan Saunders abstained from voting as she was not present for the meeting. All in favor.

4. Monthly Reports:

A. Maintenance Report:

The maintenance report was reviewed. The SHA has terminated Jason Fortier's employment; the position is advertised and in the interim both Travis and Mike have increased their hours. There were 16 work orders completed in September and 11 so far in October.

B. Monthly Vacancy Report

There was no monthly vacancy report because there are currently no vacant units.

C. Unit Turnover Report

There was no turnover report as there are no current vacant units.

5. Board Vote to Approve FY2019 Budget:

A motion was made by Peter Melvin to approve the FY2019 budget; seconded by Ralph Generazzo. Fee Accountant Richard Shaw was present and reviewed each line item. No questions or discussion. All in

favor.

6. Board Vote to Approve Wrentham Housing Authority Management Agreement Extension:

A motion was made by Charlotte Dana to approve the Wrentham Housing Authority management agreement until June 30, 2019, to coincide with both fiscal years; seconded by Ralph Generazzo. Executive Director Ashley Vincent explained how both offices are open Monday-Thursday 9:00am-3:00pm and on Tuesdays, she is in Wrentham and then must go occasionally if something comes up. Ashley Vincent is very happy with the progress being made in Wrentham and believes it is an asset to the SHA to manage the WHA. No further questions or discussion. All in favor.

7. Check Registers for September 2018:

A motion was made by Ralph Generazzo to approve the warrant report for September 2018 in the amount of \$53,384.05; seconded by Charlotte Dana. No questions or discussion. All in favor.

8. Financial Statements for August 2018 and September 2018:

The financial statements for August 2018 and September 2018 were reviewed. We are only two months into the budget year and the guidelines just came out, but we are on track with spending.

11. Executive Director Report:

The Executive Director report was reviewed and included meeting with the new fee accountant several times, attended a SMEDA meeting, interviewed several candidates for the maintenance laborer/mechanic position and scheduled both the AUP/PMR audit.

12. Board Vote to approve new office hours:

A motion was made by Ralph Generazzo to approve the new office hours of Monday-Thursday 9:00am-3:00pm; seconded by Charlotte Dana. In the future if the board or office determines that the office needs to be reopened on Fridays, we will reevaluate. Maintenance will be working on Fridays and all maintenance work order calls will be forwarded to the on-call phone. No further questions or discussion. All in favor.

13. Election of officers and overview of roles and responsibilities of Board Members:

The slate of new officers was completed. Susan Saunders is the new Chairman of the board and Edwin Little is Vice Chairman. All other officers stayed the same.

The roles and responsibilities of board members was reviewed. Handouts were provided to Board members.

14. Other Business:

There was no other business.

15. Adjournment:

A motion to adjourn the meeting at 10:25am was made by Edwin Little; seconded by Ralph Generazzo. No questions or discussion. All in favor.