

**Sharon Housing Authority  
Minutes of Meeting  
October 28, 2019, 18 Hixson Farm Road, Sharon, MA 02067**

**1. Roll Call:**

Present: Susan Saunders, Susan Price, Edwin Little, Peter Melvin  
Other: Nancy Bartley

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 1:32 pm; seconded by Peter Melvin. No questions or discussion. All in favor.

**2. Notice of meeting:** Posted on October 23, 2019

**3. Minutes of Previous Meeting.**

October 7, 2017 meeting were passed out and distributed.

Edwin Little motioned to approve minutes of October 7, 2019 minutes and Peter Melvin seconded. All in favor. No further discussion.

**4. Monthly Reports:**

A. Maintenance Report:

There were 39 Work Orders and 29 Complete.

B. Monthly Vacancy Report:

Units #8 and #20 at 26 Hixson Farm Road: Maintenance and plumber reports that there is extensive water/mold damage to both units. Emergency funds were approved by DHCD. Mold remediation and remodel to both units are being bided on. Maintenance contacted ServiceMaster, Fire Restoration, and ServPro. Waiting on estimates to come in.

C. Unit Turnover Report:

Unit #19 Turnover - Terrible Condition. Needs to be completely renovated.

Unit #1 at 21 South Pleasant Street will be a turnover. Waiting for family to clean out unit.

**5. October, 2019 Check Registers:**

Edwin Little motioned to accept October's check register in the amount of \$35,277.09. Peter Melvin seconded. No questions or discussion. All in favor.

**6. October, 2019 Financial Statement:**

Edwin Little made a motion to accept October 2019 Financial Statements and Susan Price seconded. All in favor.

## **7. Discussion for Potential Candidates for Board Vacancy:**

All members discussed the candidates and their experience as it may relate to the housing authority. The Select Board would like a recommendation. All candidates are extremely talented and everyone is equally qualified. After long discussions there was a final person that was agreed upon. Peter Melvin made a motion to pick Zannati Rahman. Susan Price seconded. No questions or discussion.

## **8. Other Business:**

Edwin Little asked about the part-time Maintenance Person, paying into Social Security. Edwin Little thought he should be qualified to join the Norfolk County Retirement System because he already belongs with his full-time job. Nancy Bartley will check in to this.

The 40R Rental Project is discussed. The board discussed the rental project with Nancy Bartley, Executive Director, for the Housing Authority. Nancy Bartley asked what the salary was and what the hours were. It was discussed that the hours are over and above what is worked at the Housing Authority and a 1099 would be sent at the end of the year. Nancy Bartley said she would have to think about it. Nancy Bartley stated that she is already working 10 to 15 hours more than the 26 required hours for the Housing Authority.

Edwin Little motioned to adjourn the meeting. Peter Melvin seconded. No questions or discussions. All in favor.