

**Sharon Housing Authority**  
**Minutes of Meeting**  
**October 7, 2019, 18 Hixon Farm Road, Sharon, MA 02067**

**1. Roll Call:**

Present: Susan Saunders, Susan Price, Edwin Little

Absent: Peter Melvin

Other: Nancy Bartley, Richard Shaw

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:06 am; seconded by Susan Price. No questions or discussion. All in favor.

Chairperson, Susan Saunders, spoke of the passing of Ralph Generazzo and discussed how much he will be missed.

Richard Shaw, Fee Accountant, asked to be moved first on the agenda because of another board meeting he needed to attend.

**2. Board Vote to Approve FY2020 Budget:**

Annual Budget for the SHA was discussed. Richard Shaw went over the summary of the budget and budget guidelines and discussed and reviewed each line item. He discussed there are good changes and DHCD is allowing a 10% increase of spending. SHA received 6 new vouchers and the administration money for each voucher is \$40.00. The Maintenance position is based on the Labor and Industries plus up to \$3.00 up and over that amount.

Some items that were added to the budget include Fire Stoppers for each unit. (Nancy will check into this and speak to other housing authorities to see if anyone else has installed them); Replacement of all master keys throughout the SHA; Speed Bumps for Hixon Farm Road; Bay Road bathroom remodel. Overall the SHA is in good standing. Net Metering is very good is have.

Edwin Little motioned to accept the budget as printed and Susan Saunders seconded. All in favor. No further discussion.

**3. Minutes of previous meeting.**

Edwin Little motioned to approve minutes of August 23, 2019 minutes and Susan Price seconded. All in favor. No further discussion.

**4. Monthly report:**

**A. Maintenance Report:**

The maintenance report was reviewed. There were 52 Work Orders with 5 Outstanding.

**B. Monthly Vacancy Report:**

There is 1 family unit available.

**C. Unit Turnover Report:**

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

**5. August and September 2019 Check Registers:**

Edwin Little made a motion to accept August and September 2019 Check Registers and Susan Price seconded. All in favor.

**6. August and September 2019 Financial Statements:**

Edwin Little made a motion to accept August and September 2019 Check Registers and Susan Price seconded. All in favor.

**7. Executive Directors Report:**

Nancy Bartley reviewed the Executive Director's report and gave a summary of what the maintenance and administration staff has been working on. Seven resumes were received and reviewed for the maintenance position. Had the PMR with DHCD on October 1<sup>st</sup>. Sheriff's office had to reschedule their crew to come out the week of October 21<sup>st</sup>. Changed all the master keys.

**8. Other Business:**

Edwin Little suggested finding out how to dedicate the community building to Ralph Generazzo. Nancy Bartley will find out and get back to the board.

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