

**Sharon Housing Authority  
18 Hixson Farm Road, Sharon, MA 02067  
Minutes of Meeting on May 3, 2021**

**1. Roll Call:**

Present: Susan Saunders, Susan Price, Zannati Rahman  
Xander Shapiro via GoToMeeting, Peter Melvin via telephone  
Other: Nancy Bartley

The meeting was called to order by Chairperson, Susan Saunders, at 9:08 a.m.

**2. Notice of meeting:** Posted on April 26, 2021 at 9:48 a.m.

**3. Minutes of Previous Meetings.**

A. Regular Meeting Minutes for April, 2021.

Susan Price made a motion to approve regular minutes of April, 2021.

Zannati Rahman seconded. All in favor. No further discussion.

B. Susan Price motioned to approve March 8, 2021 minutes. Zannati Rahman seconded. All in favor. No further discussion.

**4. Monthly Reports:**

A. Maintenance Report:

There were 36 Work Orders from April 4, 2021 through May 3, 2021. 23 are completed and 10 incomplete – non-emergency work orders

B. Monthly Vacancy Report:

There are 2 vacancies that are DHCD projects and are off-line. There are 2 unit turnovers and 2 previous vacancies have been filled.

**5. April 2021 Check Register:**

Xander Shapiro asked when the H.A. gets three bids. ED explained we always get 3 bids or estimates. Zannati Rahman asked if the H.A. pays an annual membership to MassNAHRO. ED explained yes. Susan Price motioned to approve the April, 2021 check register totaling \$82,143.95. Zannati Rahman seconded. All in favor.

**6. March, 2021 Financial Statements:**

Susan Price asked why we have an account under Wrentham Management. ED explained she brought this up to the fee accountant before. The fee accountant explained it is better to keep it there just in case the H.A. needs to make a big purchase. Xander Shapiro asked if DHCD could take this account away from SHA. The ED explained no. Peter Melvin motioned to accept the April, 2021 Financial Statements. Susan Price seconded. All in Favor. No further discussion.

**7. Executive Director Report:**

The re-certifications for Avalon were complete. The ED billed Avalon with a 3% increase and received payment totaling of \$ 4,031.74. The ED asked that the board approve paying her \$1,500.00 for doing the re-certifications for 2020 The H.A. will receive \$2,531.74. Susan Saunders accepted the check from Avalon. Susan Price motioned to pay the ED a total of \$1,500.00. Zannati Rahman seconded. All in favor. No further discussion.

ED explained DHCD would like the total salary for the ED totaling \$60,582.00 be voted on for the renewal contract beginning July 1, 2021. Susan Price motioned to approve the ED Salary of \$60,582.00. Zannati Rahman seconded. All in Favor. The HESSCO letter was discussed about getting CORI checks on their employees. HESSCO does their own Cori checks, so no need for the H.A. to do them. Susan Saunders asked the ED to check with the Town of Sharon to make sure all board members are up to date on their Ethics training. The ED mentioned she has been trying to get residents to clear out the common areas in all the buildings. Multiple notices have been sent out. The ED asked if the H.A. can fine the residents if they don't keep their "stuff" out of the front and rear hallways and stairwells. Susan Saunders suggested maybe call it a penalty. The ED will check with DHCD and other housing authorities for guidance.

**9. Adjournment:**

Susan Price motioned to adjourn the meeting at 9:51 am. Zannati Rahman seconded. All in favor. No further discussion