

**Sharon Housing Authority
Minutes of Meeting
November 2, 2020
18 Hixson Farm Road, Sharon, MA 02067**

1. Roll Call:

Present: Susan Saunders, Susan Price, Edwin Little, Peter Melvin, Zannati Rahman

Other: Nancy Bartley

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:02 am; seconded by Peter Melvin. No questions or discussion. All in favor.

2. Notice of meeting: October 28, 2020 at 12:20pm

3. Minutes of Previous Meeting:

A. Minutes of regular meeting on October 5, 2020.

Peter Melvin made a motion to approve the minutes with two corrections. Susan Price seconded. All in Favor. No further discussion.

4. Monthly Reports:

A. Maintenance Report:

There were 21 Emergency/Urgent Work Orders. They are not closed because the ED wants to show the new assistant how to create and close work orders.

B. Monthly Vacancy Report:

5 Vacancies. Two units are deferred because of extensive damage. Two are being filled.

C. Unit Turnover Report

One resident abandoned unit in Building 26

5. September, 2020 Check Register for AHVP Vouchers.

Edwin Little motioned to approve the AHVP check register totaling \$15,571.00. Susan Price seconded. All in Favor.

6. October, 2020 Check Register:

Edwin Little motioned to approve the October, 2020 check register totaling \$78,625.53. Susan Price seconded. All in Favor.

7. September, 2020 Financial Statements.

Edwin Little motioned to approve the September Financial Statements. Susan Price seconded. All in Favor.

8. Executive Directors Report:

PMR Audit is scheduled for November 5th via Zoom. The SHA is not qualified for the municipal grant since we are a state agency, not a town agency. Modern Pest Company will be out this week to disinfect all the common areas in all the building. The COVID money will be used. GFCI Project is complete and has been inspected by the Electrical Inspector for the Town of Sharon. Hand sanitizer stations have been installed throughout the property in all the common areas. Met with my RCAT Project Manager last week and went over all the projects.

9. Other Business:

Susan Saunders mentioned a student that reached out to the Sharon Housing Authority. Nancy will email her to explain she will need to contact the assessors office at the town hall. No other business.

10. Adjournment:

Susan Priice motioned to adjourn the meeting at 9:35 am. Zannati Rahman seconded. All in favor. No further discussion