

**Sharon Housing Authority
Minutes of Meeting
February 1, 2021
18 Hixson Farm Road, Sharon, MA 02067**

1. Roll Call:

Present: Susan Saunders, Susan Price, Peter Melvin, Zannati Rahman via Zoom

Other: Nancy Bartley

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:08 am; seconded by Peter Melvin.

2. Notice of meeting: Posted on January 26, 2021 at 3:54PM

3. Minutes of Previous Meeting:

A. Minutes of regular meeting on January 4, 2021. Susan Price motioned to approve. Zannati Rahman seconded. All in Favor.

B. Minutes of special meeting on January 25, 2021. Susan Price motioned to approve. Zannati Rahman seconded. All in Favor.

4. Monthly Reports:

A. Maintenance Report:

There were 52 Work Orders and 35 were Emergency/Urgent Work Orders.

B. Monthly Vacancy Report:

2 Vacancies. Three units are deferred because of extensive damage.

C. Unit Turnover Report

One resident that abandoned unit in Building 26 came back and paid rent in full.

5. January, 2021 Check Register and Financial Reports.

Zannati Rahman pointed out that there is a possible duplicate payment on the register. ED confirmed and will correct the register because there seems to be duplicate check numbers, as well. ED will correct and present the January, 2021 check register at next months meeting.

6. Executive Directors Report:

Another unit in building 26 has no heat. The split heating/air-conditioning units in the building are failing. DHCD will be advised and ED will contact the project manager to get this resolved. There was an emergency sewer backup over the weekend. ServiceMaster and NE Drain were called in. ED will file an insurance claim.

7. Other Business:

The Sharon Garden Club brought bouquets of flowers for staff to pass out to some of the residents. It was very generous of them. The board will be looking at

resumes for the position on the board. If the Town of Sharon receives any resumes or letters of interest the ED will pass along to the board. Peter Melvin mentioned that he would like to extend the Wifi access to all residents of the Sharon Housing Authority. He would like to propose this to the board. Susan Saunders said Peter can check this out and get back to the board at the next meeting.

8. Adjournment:

Susan Price motioned to adjourn at 10:05AM. Peter Melvin seconded. All in Favor.