

**Sharon Housing Authority
Minutes of Meeting
April 5, 2021
18 Hixson Farm Road, Sharon, MA 02067**

1. Roll Call:

Present: Susan Saunders, Susan Price, , Zannati Rahman, Xander Shapiro via Zoom

Other: Nancy Bartley

Absent: Peter Melvin

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:11 am; seconded by Susan Price.

2. Notice of meeting: Posted on March 30, 2021 at 10:18AM

3. Minutes of Previous Meeting:

A. Minutes of regular meeting on March 1, 2021. Susan Price motioned to approve Zannati Rahman seconded. All in Favor.

B. Updated minutes of Special Meeting on February 22, 2021. Susan Price motioned to approve except to take out the heading, "Minutes of Special Meeting". Zannati Rahman seconded. All in Favor, but Xander Shapiro abstained because he was not there.

4. Monthly Reports:

A. Maintenance Report:

There were 40 Work Orders and 37 were completed.

B. Monthly Vacancy Report:

6 Vacancies. 4 units are projects and have been taken offline. 2 others are vacant.

C. Unit Turnover Report

2 units are now turnovers.

5. March 2021 Check Register:

Susan Price made a motion to accept check register totaling \$69,218.27. Xander Shapiro seconded. All in favor.

6. February 2021 Financial Statements:

Zannati Rahman questioned what does 689 - Net Assets Restricted mean and also have fee accountant correct the date to February 29, 2021 on the financials page. The board will not vote on this section yet.

7. Board to vote on awarding vendor for project #266096 - Termite Damage to Unit #29A.

Vareika Construction was awarded the project #266096 for "low bid". Zannati Rahman motioned to approve the contract award to Vareika Construction. Susan Price seconded. All in favor.

8. Board to vote on ED Contract renewal for July 1, 2021

Add benefits to contract renewal page (dental insurance, sick, vacation). Sick time per year will state 78 hours and Vacation will state 104 hours per year. Susan Price motioned to approve pending the information to be added to the contract. Zannati Rahman seconded. All in favor.

9. Executive Directors Reports:

ED explained projects that are going on. Discussion about an old lawsuit from January 2019 that the ED sent over to DHCD. The projects in Unit 3A and 29A will begin within the next month or so.

10. Other Business: None

11. Adjournment:

Susan Price motioned to adjourn at 10:14AM. Zannati Rahman seconded. All in Favor.