

**Sharon Housing Authority
Minutes of Meeting
February 3, 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, Michael Khoury, Maureen O'Hagan, Robert Easton, Peter O'Kane

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: Posted on January 27, 2020 at 10:33 am

3. Minutes of Previous Meetings.

A. Regular Meeting Minutes of January 6, 2020

Susan Price motioned to approve regular minutes of January 6, 2020 Peter Melvin seconded. All in favor. No further discussion.

B. Executive Session Minutes of January 6, 2020

Edwin Little motioned to approve Executive Session of minutes of January 6, 2020, Peter Melvin seconded. All in favor. No further discussion.

4. Guest Speaker, Michael Khoury, LLP:

Michael Khoury passed out the Marketing Plan because he would like input from the Town of Sharon before submitting. Peter O'Kane, Town Engineer from the Town of Sharon, is looking for a map and spreadsheet and a chart of the affordable units. Susan Saunders asked if all the units are the same size. Maureen O'Hagan stated there at 29 - 1 bedroom and 19 2 bedroom units. Rents would be \$1,620 - 1 bedroom and \$1,790 - 2 bedroom. These are 2019 rates and they will adjust in 2020. Maureen O'Hagan offered to handle the lottery and would like to have SHA do the re-certifications. Nancy Bartley asked about salary involved. No one answered and again mentioned she was not interested in working more hours than the housing authority required. Maureen O'Hagan mentioned she is the monitoring agent for other developments. Peter O'Kane asked if the town wanted to be the monitoring agency. He hasn't heard anything since March, 2019. Susan Saunders said if the SHA board is in agreement, the SHA would like to not be the monitoring agency. Edwin Little motioned that SHA was not made the monitoring agent and Susan Price seconded. All in Favor. Susan Saunders brought up as to whose responsibility it is to pay the monitoring agent. More information is going to need to be gathered.

5. Monthly Reports:

A. Maintenance Report:

There were 55 Work Orders and 49 Complete.

B. Monthly Vacancy Report:

There are 4 vacancies.

C. Unit Turnover Report:

Unit #19 Turnover - and Unit #8 turnovers will be done once construction in bathrooms are complete.

6. December, 2019 and January, 2020 Financial Statements:

7. January 2020 Check Register:

Edwin Little made a motion to accept January 2020 Check register totaling \$56,229.45. Peter Melvin seconded. Edwin Little withdrew his motion not to approve the check register until some payments were explained. Peter Melvin seconded. All in favor.

8. Executive Directors Report:

Email was received regarding naming the Community Building after Ralph Generazzo. DHCD explained that there is no restrictions naming the building in honor of someone who has passed away. Edwin Little made a motion to name the Community Building after Ralph Generazzo. The new name would be the "Ralph Generazzo Community Building". Peter Melvin seconded. All in Favor with no further discussion.

The AHVP Administration Fees went up from \$40.00 to \$50.00 per voucher each month. The sheriff's crew will be out the last two weeks in February to continue painting the common areas of the building.

Bay Road kitchen project is completed. The director had a meeting with the executives from the May Institute and went over the building and move in date.

9. Certificate of Substantial Completion for Bay Road Kitchen Project:

Edwin Little made a motion to approve the certificate of substantial completion and Peter Melvin seconded. All in favor. No further discussion.

10. Other Business:

None

11. Adjournment:

Edwin Little motioned to adjourn the meeting at 10:20 am. Peter Melvin seconded. All in favor. No further discussion