

Sharon Housing Authority
18 Hixson Farm Road, Sharon, MA 02067
Minutes of Meeting
December 7, 2020 at 9:00AM

1. Roll Call:

Present: Susan Saunders, Susan Price, Edwin Little, Peter Melvin, Zannati Rahman, Aaron Beineke, Housing Specialist Consultant
Other: Nancy Bartley via Zoom

2. The meeting that was posted on November 24, 2020 at 9:17AM was called to order by Chairperson, Susan Saunders, at 9:02 am.

3. Minutes of previous meeting.

A. Edwin Little motioned to approve minutes of November 2, 2020 with the correction of Susan Price's name in the last paragraph and Peter Melvin seconded. All in favor. No further discussion.

4. Monthly Reports:

- A. Maintenance Report:
35 Work Orders with 31 Completed
- B. Monthly Vacancy Report:
1 Abandoned Unit in Building 26, 2 Units with major reconstruction projects
- B. Unit Turnover Report:
1 Family and 2 Disabled Units housed.

5. November, 2020 Check Register:

The ED, Nancy Bartley, never mailed the board copies of the check register for November, 2020. Nancy will mail out and will discuss at next regular meeting.

6. November, 2019 Financial Report:

Changed to October, 2020 Financials NOT November. Edwin Little motioned to accept the "October, 2020" financials. Peter Melvin 2nd the motion. All in Favor with no discussion.

7. Certification of Compliance – Lead Paint Laws.

All members of the board need to sign off on this form and the ED will submit.

8. Executive Directors Report: The GFCI Outlet Project is complete. Susan Price motioned to approve the projects Certificate of Completion, Peter Melvin 2nd the motion. All in Favor. No further discussion.

The Common Area Flooring Project #266082 was discussed. The project is scheduled to start in January 2021. Susan Price motioned to approve this project totaling \$76,560.00. Peter Melvin 2nd. All in Favor.

9. Other Business:

Aaron introduced Kathy Hand-Savage to the board as the new State Housing Coordinator/Administrative Assistant. Aaron will continue to work two days per week until the end of December.

10. Adjournment: Peter Melvin motioned to adjourn the meeting at 9:21M. Edwin Little seconded. No questions or discussions. All in favor.