

Sharon Housing Authority  
Minutes of Meeting  
March 2, 2020, 18 Hixon Farm Road, Sharon, MA 02067

1. Roll Call:

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

Other: Nancy Bartley

A motion was made by Chairperson, Susan Saunders, to call the meeting to order at 9:01 am; seconded by Susan Price. No questions or discussion. All in favor.

2. Notice of Meeting: Posted February 27, 2020 at 2:06pm

3. Minutes of previous meeting:

A. Minutes of regular meeting on February 3, 2020. Edwin Little motioned to approve the minutes of February 3, 2020. Peter Melvin seconded. No questions or discussion. All in favor

4. Letter from Town Clerk dated February 2020 regarding conflict of interest law for all board members. All members will do and send their certificates to the Town of Sharon Town Hall.

5. Monthly reports:

A. Maintenance Report:

The maintenance report was reviewed. There were 39 Work Orders with 3 Incomplete. Maintenance has been working on turnovers, cleaning at Bay Road, Escorting Electricians to units for the electrical update project.

B. Monthly Vacancy Report:

One unit is ready to move in. An applicant is coming in to look at the unit at the end of the week.

B. Unit Turnover Report: There is one family unit and 5 667 units. The 667 units are in awful condition. Waivers have been requested to DHCD. Ed Little was shown one of the units prior to the board meeting to show him what maintenance is dealing with.

6. January and February 2020 Financial Statements: February was not ready in time for the board meeting.

7. January and February 2020 Check Registers:

Edwin Little motioned to approve the January 2020 check register totaling \$56,229.45 and February, 2020 check register totaling \$43,179.87. Peter Melvin seconded. No questions or discussion. All in favor.

8. Executive Directors Report:

Nancy Bartley reviewed the Executive Director's report and gave a summary of what maintenance and administration staff has been working on. The ED updated board on a couple of resident statuses on (1) not paying rent, (2) Attorney Bailey handling situation of an agreement with a resident.

9. Board to vote on ED CIP Hours to send to DHCD:

Nancy Bartley explained to the board that the ED is allowed to be reimbursed from DHCD for hours spent on CIP/Projects over her 26 per week. This was confirmed by Rick Shaw and Linda Katsudas at DHCD. Peter Melvin motioned to approve the CIP/Project hours. Susan Price seconded. No questions or discussion. All in Favor.

10. Other Business:

The ED stated that information is needed for each board members dates of service. It was explained that the ED needs these dates to update DHCD's reports that are sent to them each month. Susan Saunders will call the Town Clerks office.

Edwin Little asked if there were any suggestions for Ralph Generazzo's sign. It was discussed. Edwin Little said to have maintenance take the existing sign down and he will take it to have repainted. Edwin Little motioned to do the plaque as: Ralph Generazzo Community Building at Hixson Farm Road. Peter Melvin seconded. No further discussion. All in favor.

Susan Price motioned to adjourn the meeting. Peter Melvin seconded. No questions or discussions. All in favor.