

**Sharon Housing Authority
18 Hixson Farm Road, Sharon, MA 02067
Minutes of Meeting on September 13, 2021**

1. Roll Call:

Present: Susan Saunders, Zannati Rahman, Xander Shapiro
Susan Price, and Peter Melvin via Telephone
Other: Nancy Bartley

The meeting was called to order by Chairperson, Susan Saunders, at 9:05 a.m.

2. Notice of meeting: Posted on September 8, 2021.

3. Minutes of Previous Meetings.

A. Regular Meeting Minutes for August 2, 2021.

Xander Shapiro motioned to approve the minutes with some grammar corrections. Susan Price seconded. All in Favor. No further discussion.

4. Monthly Reports:

A. Maintenance Report:

There were 51 Work Orders since the last meeting. 32 are complete.

B. Monthly Vacancy Report:

There are 5 new vacancies. 2 are ready to fill and 3 are new. There are also 2 DHCD projects and are off-line.

C. Unit Turnover Report:

The 3 new vacancies are turnovers. Maintenance will be working on these turnovers.

5. August, 2021 Check Register:

Peter Melvin motioned to approve the August check register totaling \$49,732.03. Susan Price seconded. All in favor. No further discussion.

6. July, 2021 Year End Financial Statements:

Xander Shapiro questioned the status of the bank account named Wrentham. Susan Saunders explained why it is named that (from a previous management agreement). Susan Price motioned to approve July, 2021 financial statements. Xander Shapiro seconded. All in favor. No further discussion.

7. Executive Director Report:

ED explained that the Sharon Housing Authority was awarded a sustainability award for new refrigerators for 64 units. The sheriff's crew has been out doing landscaping throughout the property. There are two positive COVID cases

at SHA. The ED was able to get "free" furniture from Wrentham Cooperative Bank. They were giving away office furniture via FB. The ED reached out to the bank and received a new desk and file cabinet for the office.

8. Other Business

Leandra from the Sharon Health Department reached out to SHA and asked if we would be interested in a Flu Clinic and Blood Pressure Clinic. Kathy Savage, in the office, will be working with Leandra to coordinate the dates of the clinics.

Susan Saunders received a call from someone who's sister lives at SHA. She explained that the resident has been living here for a very long time and would like her carpet removed, the unit painted and there are broken tiles. Susan suggested we insert a section in the Maintenance Policy for long term upkeep. The ED will check this out and reach out to DHCD for guidance. The ED will mail out a copy of the Maintenance Policy for the board to review.

9. Adjournment:

Susan Price motioned to adjourn the meeting at 10:01am. Zannati Rahman seconded. All in favor. No further discussion