

**Sharon Housing Authority**  
**18 Hixson Farm Road, Sharon, MA 02067**  
**Minutes of Meeting on February 7, 2022**

**1. Roll Call:** Susan Saunders, Zannati Rahman, Eileen Generazzo. Xander Shapiro and Peter Melvin via telephone.  
Other: Nancy Bartley

**2. Notice of meeting:** Posted on January 31, 2022 at 2:09 p.m. Susan Saunders called the meeting to order at 9:06 a.m. Susan Saunders introduced Eileen Generazzo as the potential Governors Appointee Member.

**3. Minutes of Previous Meetings.**

A. Regular Meeting Minutes for January 3, 2022.

Peter Melvin motioned to approve minutes. Xander Shapiro seconded. All in favor. No further discussion.

**4. Monthly Reports:**

A. Maintenance Report: There were 35 Work Orders and 35 are completed.

B. Monthly Vacancy Report: None other than the three, which are projects.

C. Unit Turnover Report: None

**5. January, 2022 Check Register:**

ED answered a few questions on the check register. Zannati Rahman made a motion to approve the January check register totaling \$58,748.53. Xander Shapiro seconded. All in favor. No further discussion.

**6. December, 2021 Financial Statements:**

ED will reach out to Eastern Bank to close Wrentham Acct. Zannati Rahman motioned to approve the December, 2021 Financial Statements. Xander Shapiro seconded. All in favor. No further discussion.

**7. Executive Director Report:**

A. Vote on Project #266102 (Sustainability Award)

Peter Melvin motioned to approve low bid to K & G at \$70,400. Zannati Rahman seconded. All in favor. No further discussion.

B. New DHCD ED schedule. ED asked board to put this off until next meeting.

**8. Other Business:**

CIP FY 2023. Xander Shairo motioned to approve the CIP 2023 after discussion. Zannati Rahman seconded. All in Favor. No further discussion.

Additional labor proposal for JC Flooring, Project #266082, totaling \$77,850.00. Zannati Rahman motioned to approve the additional cost. Peter Melvin seconded. All in favor. No further discussion.

ED submitted COVID sick time through MassTaxConnect to get reimbursed for sick time for some employees.

Susan Saunders announced that she holds a seat on the CPC Committee in Sharon. Susan explain the ED is applying for money through the CPC. ED is waiting

for 3 estimates. SHA, if awarded, will use this money to install ADA handicap doors in all the 667.1 buildings.

**9. Adjournment:**

Zannati Rahman motioned to adjourn the regular meeting at 10:04 a.m.  
Xander Shapiro seconded. All in favor.