

**Sharon Housing Authority
18 Hixson Farm Road, Sharon, MA 02067
Minutes of Meeting on December 6, 2021**

1. Roll Call:

Present: Susan Saunders, Zannati Rahman, Xander Shapiro,
and Peter Melvin was via telephone
Other: Nancy Bartley and Kathy Savage

The meeting was called to order by Chairperson, Susan Saunders, at 9:07 a.m. Susan asked if there was any word from Governor Charlie Baker's office regarding the state appointed member. Nancy hasn't heard anything. Susan will reach out to Ted Phillips.

2. Notice of meeting: Posted on December 1, 2021 at 11:11 a.m.

3. Minutes of Previous Meetings.

A. Regular Meeting Minutes for November 1, 2021.

Xander Shapiro motioned to approve minutes with a couple corrections and addition of the office hours. Zannati Rahman seconded. All in favor. No further discussion.

4. Monthly Reports:

A. Maintenance Report: There were 46 Work Orders since November 1, 2021. 37 are completed.

B. Monthly Vacancy Report: There are 2 vacancies. We have a current resident that will move into one of these. The other unit is being filled from the waiting list.

C. Unit Turnover Report: Turnovers are caught up except for a unit that needs a roll-in shower. We have multiple residents requesting reasonable accommodations for roll-in showers.

5. November, 2021 Check Register:

A few questions were answered on payments made on the check register. Xander Shapiro motioned to approve the November, 2021 check register totaling \$77,632.15. Zannati Rahman seconded. All in favor. No further discussion.

6. September and October, 2021 Financial Statements:

Peter Melvin motioned to approve the September and October, 2021 Financial Statements. Zannati Rahman seconded. All in Favor. No further discussion.

7. Executive Director Report:

ED passed out Thanksgiving meals to all the residents that were donated by Kitchen at Served Meals. A No Trespass Order was taken out for a resident's boyfriend that has been staying overnight with the resident longer than the 21 days per year allowed and per the resident's lease. The SHA was awarded a sustainability award and will be getting new refrigerators for all the 667-1 units. ED explained

some issues with the flooring project, but is working very closely with DHCD to make sure it will be done with the least amount of disturbance.

ED asked Kathy to speak about some concerns. Kathy is working with Chelsea from HESSCO to have a holiday party. Kathy wasn't sure if there would be restrictions on attendees being vaccinated. There was a booster clinic that 19 residents attended and blood pressure clinics will start again. Susan asked if we got everyone's information for re-certifications and Kathy explained that she is getting guidance from our regional attorney for a few residents.

8. Other Business:

DHCD sent out a notice on electric space heaters and is urging LHA's to develop a policy. ED will come up with a policy and present it to the board for a board vote. The Facilities Management Specialist from DHCD will be at SHA to go over work order procedures.

Xander Shapiro motioned to adjourn the regular meeting at 10:39 a.m. and go into Executive Session at 10:42 a.m. Zannati Rahman seconded. All in favor.

Xander Shapiro motioned to go into regular meeting at 10:55 a.m. Zannati Rahman seconded. All in favor.

9. Adjournment:

Xander Shairo motioned to adjourn the meeting at 10:57 am. Zannati Rahman seconded. All in favor. No further discussion