

Sharon Housing Authority
Minutes of Meeting
September 11, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

Present: Peter Melvin, Ralph Generazzo, Edwin Little, Charlotte Dana

Absent: Susan Saunders

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:00am; seconded by Peter Melvin. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on September 6, 2017.

3. Minutes of previous meetings:

A. Minutes of regular meeting on August 7, 2017

A motion was made by Chairman Edwin Little to approve the minutes of the regular meeting on August 7, 2017; seconded by Ralph Generazzo. No questions or discussion. All in favor.

4. Monthly Reports:

A. Maintenance Report:

Jason Fortier of maintenance wrote up a report summarizing what he did during the month of August. Jason now is mowing the lawn every Thursday. Jason also finished waxing all of the floors in Building 26. Jason was also on vacation for a week in August.

Chairman Edwin Little asked that when Jason Fortier is on vacation that the Housing Authority vehicle be parked at the Housing Authority. Ashley Vincent, Executive Director said that she will create a policy that can be voted on at the next meeting.

Travis Spender has been continuing to work on the landscaping and removing the brush at the 667 developments. Charlotte Dana suggested hiring a landscaper to remove the brush from the 705 development.

B. Monthly Vacancy Report:

The monthly vacancy report was reviewed. There is one vacancy in unit 29D that was vacated on August 31, 2017.

C. Unit Turnover Report:

The unit turnover report for the month of August 2017 was reviewed. Unit 29D will be a quick turnover.

5. Review Policies

A. Repayment Agreement Policy

A motion was made by Charlotte Dana to approve the repayment agreement policy; seconded by Peter Melvin. No questions or discussion. All in favor.

6. Check Registers:

A motion was made by Ralph Generazzo; seconded by Charlotte Dana to approve the warrant for August 2017 in the amount of \$105,337.66. There were a few questions regarding the check register.

Ashley Vincent, Executive Director stated that the Republic Services invoice was for recycling services. The SHA now has four two-yard recycling containers. The tenants are very happy so far and are using the service. A memo went out about what to put in the recycling containers.

Ashley Vincent, Executive Director explained that the \$78,090.00 for BuildEx Construction was for payment for FISH #266070.

Ashley Vincent, Executive Director explained that the EHS Pest Management Services was for the treatment of mice at the 705 development.

Ashley Vincent, Executive Director stated that the Lighthouse Architecture invoice was payment for the architect for FISH #266060.

Chairman Edwin Little asked about the Norfolk Power Equipment invoice. Ashley Vincent, Executive Director explained that it was for the yearly service for the Kubota tractor and for new blades for the tractor. Chairman Edwin Little asked if the tractor was leased and the maintenance was included. Ashley Vincent, Executive Director stated that the tractor was financed but bought, not leased.

The payroll journal for the month of August from PayChex was reviewed with the Board.

The open invoices debits/credits was reviewed with the Board.

No further questions or discussion. All in favor.

7. Financial Statements for July 2017:

The financial statements from Fenton, Ewald and Associates for period ending July 1, 2017 are still being completed. No discussion or comments.

8. Executive Director Report:

Executive Director Ashley Vincent summarized the Executive Director's report.

The SHA has started an inspection schedule and have been impressed so far with tenants cleanliness. Tenant kitchen cabinets and flooring are in desperate need of renovating.

The SHA had our pre-PMR audit with DHCD and the audit will be on November 2, 2017. The audit will focus on maintenance, especially work orders and inspections.

The SHA is also out to bid for FISH #266071 for the 689 roof project. The bids close September 14, 2017.

An exterminator company has also come out to treat for mice in the 705 development. EHS, the exterminator company also treated the community room for cockroaches.

Our RCAT advisor did a walk through with Jason to look at the rotted trim at the 667-1 developments.

9. FY 2017 Year End Forms and Certifications:

A motion was made by Chairman Edwin Little to approve the FY 2017 year end forms and certifications; seconded by Peter Melvin. Chairman Edwin Little signed all of the forms which will be submitted to DHCD. No questions or discussion. All in favor.

10. Other Business:

There was no other business.

11. Adjournment:

A motion to adjourn the meeting at 09:30am was made by Peter Melvin; seconded by Ralph Generazzo. No questions or discussion. All in favor.