

Sharon Housing Authority
Minutes of Meeting
October 2, 2017, 9:00am, 18 Hixson Farm Rd. Sharon, MA 02067

1. Roll Call:

Present: Peter Melvin, Ralph Generazzo, Edwin Little, Susan Saunders

Absent: Charlotte Dana

Other: Ashley Vincent Executive Director

A motion was made by Chairman Edwin Little to call the meeting to order at 9:10am; seconded by Peter Melvin. No questions or discussion. All in favor.

2. Notice of meeting:

The meeting was posted on September 28, 2017.

3. Minutes of previous meetings:

A. Minutes of regular meeting on September 11, 2017

A motion was made by Chairman Edwin Little to approve the minutes of the regular meeting on September 11, 2017; seconded by Ralph Generazzo. No questions or discussion. All in favor.

4. Monthly Reports:

A. Maintenance Report:

There was no maintenance report for the month of September.

B. Monthly Vacancy Report:

The monthly vacancy report was reviewed. There are three vacant apartments that were all vacated September 30, 2017.

C. Unit Turnover Report:

The unit turnover report for the month of September 2017 was reviewed orally. Unit 29B has had a nicotine cleaning done by 24 Trauma and maintenance is completing the rest of the turnover. The other two vacant units 15A and 13A will be quick turnovers.

5. Review Policies

A. Parking Policy

A motion was made by Peter Melvin to approve the parking policy; seconded by Ralph Generazzo. Ashley Vincent explained that the SHA needs the policy so that it can tow unregistered/uninsured vehicles. No questions or discussion. All in favor.

B. Community Room Policy

A motion was made by Ralph Generazzo to approve the community room policy; seconded by Peter Melvin. Chairman Edwin Little asked if there would be a fee to reserve the room. Executive Director Ashley Vincent said there would be no fee to use the community room. No further questions or discussion. All in favor.

C. Common Area Policy

A motion was made by Susan Saunders to approve the common area policy; seconded by Ralph Generazzo. Executive Director Ashley Vincent stated that the back hallways and stairwells are being used for storage so the SHA needs a policy that states items violating the common area policy will be thrown away. No questions or discussion. All in favor.

6. Check Registers:

A motion was made by Ralph Generazzo; seconded by Peter Melvin to approve the warrant for September 2017 in the amount of \$43,512.64. There were a few questions regarding the check register.

Chairman Edwin Little asked about the Weston and Sampson bills. At the last board meeting, it was asked how often they came out and monitored the septic system. Executive Director Ashley Vincent explained that the SHA is billed quarterly in the amount of \$300.00 and the SHA is in a contract for the monitoring. Executive Director Ashley Vincent further stated that the invoice from Weston and Sampson in the amount of \$477.30 was for a pump that needed to be replaced.

Ashley Vincent, Executive Director stated that the LAN-TEL invoice in the amount of \$6,154.28 was for two additional cameras that were installed at the 667-1 development. One camera is on the main road and shows the community center parking lot and the second camera is in front of the maintenance garage. The SHA is looking into getting cameras at the 705 development but need to get a Comcast account to hook up to the Wi-Fi first.

Susan Saunders asked what the invoice for Tony Works in the amount of \$2,500.00 was for. Executive Director Ashley Vincent stated that it was for the community room bathroom remodel and grant money was used to pay for the work.

Ashley Vincent, Executive Director explained that the invoice for Vernon Lindelof in the amount of \$3,500.00 was for a deposit for the boiler replacement at the 705 development.

No further questions or discussion. All in favor.

7. Financial Statements for July and August 2017:

The financial statements from Fenton, Ewald and Associates for periods July 2017 and August 2017 are still being completed. Fee accountant Christine Landry will be in the office October 2, 2017 and October 3, 2017 finishing the months financial statements. No discussion or comments.

8. Executive Director Report:

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

The bids closed on FISH #266061 for the roof replacement project at the 689 development. The lowest bid was for S.O.M. Construction Enterprises Inc. in the amount of \$23,380.00, which was 20% lower than the cost estimate.

The window project for Buildings 1 and 3 FISH #266070 is wrapping up soon and there is just one laundry room that needs to be completed.

The rest of the grant money was used to redo the bathrooms in the community room and a ping pong table was bought that the residents are thrilled about.

The SHA has had Servpro look at the attic at the 705 development to do a cleanup. Jerry Peterson from RCAT did a walk through at the 705 development to look at the common area flooring and stair treads. The SHA is also working on a quote to install cameras at the 705 development. Greenfield landscaping is also doing a landscaping cleanup at the 705 development.

A quarterly staff meeting was held and each employee was given their job description and schedules are being made to prepare for the PMR and AUP audits.

9. FISH #266071 Roof Replacement Award Contract:

A motion was made by Susan Saunders to award the construction contract in the amount of \$23,380.00 for Roof Replacement 689-1, to S.O.M. Construction Enterprises Inc., 46 Flaxfield Rd, Dudley, MA 01571; seconded by Ralph Generazzo. No questions or discussion. All in favor.

10. Other Business:

There was no other business.

11. Adjournment:

A motion to adjourn the meeting at 09:40am was made by Chairman Edwin Little; seconded by Peter Melvin. No questions or discussion. All in favor.