

Sharon Housing Authority
Meeting Minutes
August 14, 2023

A regular meeting of the Sharon Housing Authority was held on August 14, 2023 at 18 Hixson Farm Road in the Community Room. Chairperson Saunders called the meeting to order at 9:03 am.

Present: Susan Saunders, Eileen Generazzo, Xander Shapiro and Peter Melvin

Absent: Zannati Rahman

Staff Present: Paul M. Dumouchel, Management Agent

Others Present: None

I. Approval of Minutes June 5, 2023.

Commissioner Melvin made a motion to approve minutes of June 5, 2023 as presented. Commissioner Shapiro seconded the motion. Approved (4-0).

II. Warrant #4: June 2023 - \$92,429.78
Warrant #5: July 2023 - \$51,237.23

Commissioner Shapiro made a motion to approve Warrant #4, June 2023 & #5 for July 2023 as presented. Commissioner Shapiro seconded the motion. Approved (4-0.)

III. Year-End Reports

The Management Agent presented the Board with the year-end reports and reviewed each one – the financial report, the top 5 compensation report, the lead paint notifications report and the Tenants Account Receivable report. The Board signed off on all.

IV. Management Agent Report.

- Management Agent reviewed the Maintenance Work Order Report with the Board pointing out that it was quite voluminous due to it being 2 months' worth of work orders. The Board expressed approval for knowing the extent of the work that maintenance performs.
- Management Agent reviewed the vacancy report. The Management Agent state that Sharon Housing Authority has a 93% occupancy rate. The Management Agent reported that there are currently 7 vacancies, 3 of which are offline due to the state funded project.
- Management Agent reviewed the Financial reports. The Management Agent pointed out that reserves at FY End were 38% above the 35% level recommended by EOHLC. The Management Agent reminded the Board that SHA was able to keep 100% of solar funds this year to stabilize finances. The Tenant Accounts Receivable write-offs amount for Year Ending June 2023 is \$4202.00.

Commissioner Shapiro made a motion to approve the Year Ending June 2023 Write-Offs in the amount of \$4,202.00 as presented. Commissioner Melvin seconded the motion. Approved 4-0.

- HESSCO Report – The Management Agent revisited the subject of the congregate lunch program that HESSCO would like to operate in the Community Room five (5) days per week. The Board felt that the Community Room is a town resource, which at the time was utilized by a number of organizations such as the Sharon Men’s Club. The Board suggested a congregate lunch program two (2) days per week. The Management Agent said he will speak to HESSCO and gauge their interest. The Board also requested that the Management Agent reach out to the Men’s Club and other groups to inform them that the Community Room is available for their use.
- Project Updates
 1. (705-1) #266106 Interior Common Hallways – 21 Pleasant Street Motion by Commissioner Melvin to affirm the email approval vote of July 17, 2023 authorizing the Management Agent to enter into a contract with the lower responsible bidder – Mass Remodeling and Painting – in the amount of \$39,000.00. Commissioner Shapiro seconded the motion. Approved 4-0.
 2. (21 S. Pleasant Street) #266106 Common Area Flooring Replacement – A meeting has been scheduled to review flooring material color samples.
 3. (667-1) #266110 Flooded Unit Rehab – Schematic drawings are still under EOHLC review.
 4. (689-1) #266105 ADA Bathroom Modernization – Site visit was conducted on July 28, 2023. Project is almost ready to go out to bid.
- General Management Updates
 1. Personnel – Kathryn Savage gave her notice and her last day in the office will be August 17, 2023.
 2. Wage Match Acknowledgement. The Management Agent explained the Wage Match Program to the Board and reviewed the privacy elements of the policy. The Board acknowledged understanding.
 3. AUP letter from EOHLC. The Management Agent reviewed the letter received from EOHLC regarding the poor performance on the most recent AUP review. He will get classification on the number of “strikes” that SHA now has.

V. Public Housing Notice 2023-06.

Reviewed the notice which offers LHA’s the opportunity to refer tenant disputes to a mediator (at no cost) for hopeful resolution. The Management Agent views this as a very beneficial offering from the state.

VI. Other Business.

- The Board wants the Management Agent to inquire if the Sharon DPW can plow our roads in the winter.

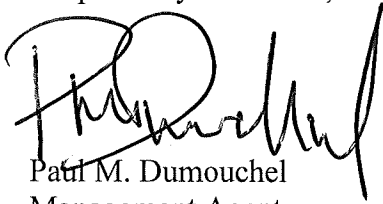
VI. Open Comments.

1. Tenants – 0 in attendance.
2. Public – None in attendance.
3. Press – None in attendance.

Motion to Adjourn

4. Commissioner Shapiro made a motion to adjourn the meeting at 10:40 am. Commissioner Melvin seconded the motion. Voted (4-0.)

Respectfully submitted,



Patil M. Dumouchel
Management Agent