

**Sharon Housing Authority
18 Hixson Farm Road, Sharon, MA 02067
Minutes of Meeting on January 3, 2022**

1. Roll Call:

Present Via GoToMeeting: Susan Saunders, Zannati Rahman, Xander Shapiro, and Peter Melvin was via telephone

Other: Nancy Bartley

2. Notice of meeting: Posted on December 27, 2021 at 9:02 a.m. Susan Saunders called the meeting to order at 9:02 a.m. This meeting was changed to virtual this month because of the rising COVID cases. Susan Saunders recommend staying virtual for future board meetings. It was also recommended to close the community room until further notice.

3. Minutes of Previous Meetings.

A. Regular Meeting Minutes for December 6, 2021.

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

4. Monthly Reports:

A. Maintenance Report: There were 42 Work Orders and 11 are completed.

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

C. Unit Turnover Report: None.

5. December, 2021 Check Register:

ED answered a few questions on the check register and the MOD money. Zannati Rahman made a motion to approve the December check register totaling \$143,178.20. Peter Melvin seconded. All in favor. No further discussion.

6. November, 2021 Financial Statements:

ED answered a few questions on the financials. Xander Shapiro motioned to approve the November, 2021 Financial Statements. Peter Melvin seconded. All in Favor. No further discussion.

7. Executive Director Report:

ED contract was approved and DHCD provided SHA a signed copy. AUP audits are completed with a few findings that will be corrected moving forward. ED brought up the two holidays that the staff "lost" because they fell on a Saturday. Going forward these days may fall on a Sunday and the same situation would occur. Xander Shapiro motioned to amend the personnel policy adding 2 floating holidays for specifically Christmas, Christmas Eve, New Years Day and New Years Eve, if these holidays fell on a Saturday or Sunday the SHA employee would be able to use the days as floater holidays. Also, the two past holidays from 2021 will be allowed as floater holidays for the staff. Peter Melvin seconded. All in favor. No further discussion. ED will specifically put this into the personnel policy with the board approval date. The new smoking policy is still being worked on and once completed will present the new policy to the board.

8. Other Business:

Peter Melvin motioned to move the meeting to Executive Session at 9:45 a.m.
Xander Shapiro seconded. All in favor.

9. Adjournment:

Zannati Rahman motioned to adjourn the regular meeting at 9:53 a.m.
Xander Shapiro seconded. All in favor.