

Sharon Housing Authority  
Meeting Minutes  
September 11, 2023

A regular meeting of the Sharon Housing Authority was held on September 11, 2023 at 18 Hixson Farm Road in the Community Room. Chairperson Saunders called the meeting to order at 9:16 am.

Present: Susan Saunders, Eileen Generazzo, Xander Shapiro and Zannati Rahman

Absent: Tom Arnold

Staff Present: Paul M. Dumouchel, Management Agent

Others Present: None

I. Approval of Minutes August 14, 2023.

Commissioner Shapiro made a motion to approve minutes of August 14, 2023 as presented. Commissioner Generazzo seconded the motion. Approved (4-0).

II. Warrant #6: August 2023 - \$90,761.36

Commissioner Shapiro made a motion to approve Warrant #6, August 2023 as presented. Commissioner Rahman seconded the motion.

- Commissioner Shapiro questioned the verbiage on the warrant explanation regarding the electric charge being coupled with the management fee payment. The Management Agent agreed the working is confusing and will endeavor to make explanations clearer going forward.
- A question arose about the two (2) charges for electric service. The Management Agent with confirmation from the Fee Accountant stated the provider and the line owners are now supporting their bills instead of the entire bill being generated by Eversource.

Approved (4-0.)

III. Budget Presentation – Fiscal Year 2024

Fee Accountant, Dan Robillard presented the Fiscal Year 2024 Budget. He reviewed highlights, an increase of 12% in ANUEL (allowable non-utility expense level) and the decision to allow LHA's to retain 100% of their solar credits instead of 50%. There will also be changes to the administrative position.

Commissioner Shapiro made a motion to approve the FY2024 Budget.

Commissioner Rahman seconded the motion. Approved (4-0.)

IV. Management Agent Report.

- Management Report – The Management Agent reviewed the monthly completed work order report.
- Management Agent reviewed the vacancy report. The Management Agent stated there are presently 8 vacancies including the three (3) offline units. A

second CHAMP list had to be pulled because the first list yielded no qualified applicants.

- Management Agent reviewed the Financial reports. Fee Accountant reviewed the July financials noting that operating reserves have risen to 43%, the August report will incorporate the newly approved budget figures.
- HESSCO Report – Included in the board packet for review. Chair Saunders inquired if the Board's offer of two (2) days per week for the congregate lunch program was acceptable. The Management Agent replied in the affirmative.
- Project Updates
  1. (689-1) #266105 ADA Bathroom Modernization – Awaiting bidding schedule.
  2. (705-1) #266106 Interior Common Hallways – 21 Pleasant Street Kickoff meeting conducted on August 15, 2023. The notice to proceed was issued. Awaiting arrival of product and then the job will commence.
  3. (667-1) #266108 ARPA Asphalt Walkway Paving – Waterfield Design Group walked the site on August 28, 2023.
  4. (667-1) #266110 Flooded Unit Rehab – Schematic drawings are still under EOHLC review.
- General Management Updates
  1. Gutter Cleaning – Now slated for late September/early October.
  2. Exterior doors and common area hallway ceilings are being painted.
  3. Resident meeting held on September 8, 2023.
  4. Interview conducted to fill the vacant administrative position.

VI. Other Business.

- Commissioner Shapiro exited the meeting early at 10:40 a.m.

V. Open Comments.

1. Resident Comments

- A Hixson Farm resident commented on the possibility of purchasing additional equipment; specifically, a grass capturer for the back of the lawn mower.
- A Hixson Farm resident commented favorably on the interaction with the office staff as he finds the tenor and demeanor much better. The Management Agent was appreciative of the comments.

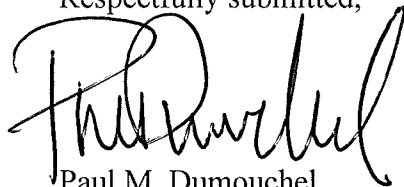
2. Public – None in attendance.

3. Press – None in attendance.

Motion to Adjourn

4. Commissioner Rahman made a motion to adjourn the meeting at 10:40 am. Commissioner Generazzo seconded the motion. Voted (3-0.)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel". The signature is fluid and cursive, with a large initial "P" and "D".

Paul M. Dumouchel  
Management Agent