

Sharon Housing Authority
Meeting Minutes
January 5, 2026

A regular meeting of the Sharon Housing Authority was held on January 5, 2026 at 18 Hixson Farm Road in the Community Room. Commissioner Rahman called the meeting to order at 9:00 a.m.

Present: Susan Saunders (arrived at 9:09 a.m.), Zannatti Rahman, Skai Bateman, David Freyman, Jackie Neely

Absent: None

- I. Approval of Minutes 11/3/2025
 - a. Commissioner Rahman commented on fixing Susan's last name to "Saunders."
 - b. Motion made by Commissioner Freyman to approve the minutes of the November 3, 2025 meeting.
 - c. Motion seconded by Commissioner Bateman.
 - d. Motion approved 4-0.
- II. Approval of Warrant #32 in the amount of \$222,879.05
 - a. Brief discussion on contracting work for the siding.
 - b. Commissioner Bateman expressed appreciation for the state's training program to help her understand the warrants; the Management Agent will send the training to Commissioner Neely via email.
 - c. Motion made by Commissioner Freyman to approve Warrant #32.
 - d. Motion seconded by Commissioner Bateman.
 - e. Motion approved 3-0, 1 abstention: Commissioner Neely
- III. Approval of Warrant #33 in the amount of \$209,407.03
 - a. Brief discussion on Fee Accountant payment and the water bill.
 - b. Motion made by Commissioner Freyman to approve Warrant #33.
 - c. Motion seconded by Commissioner Bateman.
 - d. Motion approved 3-0, 1 abstention: Commissioner Neely
- IV. Management Agent Report
 - a. HESSCO Report – included in the packet for board review
 - i. The Management Agent briefly explained HESSCO's role at the Housing Authority; he introduced Lucia and Melissa as the HESSCO representatives.
 - ii. Lucia gave an overview of the recent and upcoming events at the authority – coffee hours, crafts, seed planting – as well as their help with food, health, and internet services.
 - iii. The Board expressed appreciation to Lucia and Melissa.

- b. AUP Corrective Action Plan – included in the packet for board review
 - i. The Management Agent stated that he did not receive a response to the letter he sent regarding the corrective action. He reassured the board that steps have been taken so that the AUP will not be late again.
- c. Property Insurance Renewal 2026
 - i. Chair Saunders signed off on the renewal.
 - ii. The Management Agent stated that the premiums will not increase this year due to less claims being submitted, however the deductible increased from \$5,000 to \$9,000.
- d. Updated Management Agreement
 - i. The extension to the agreement was approved April 7, 2025
 - ii. The new amount for FY26 has been approved and Chair Saunders signed off on the new agreement.
- e. Vacancy Report
 - i. 2 vacancies; 1 was filled, but another resident passed away, so there are still 2 vacancies; Trevor is at work turning the units to be filled.
- f. Monthly Financials November 2025
 - i. The financial report reflects the FY26 budget numbers; reserves are good.
 - ii. Chair Saunders commented on the cost of ice melt being very high; she inquired about sourcing it from a different company; the Management Agent stated he would look into it.
- g. Work Order Report – included in the packet for board review
 - i. More information is now included in the reports
 - ii. Commissioner Rahman commented that residents' names should not be included on the report; the Management Agent stated that the names were whited out and a couple were missed, which will be corrected.
 - iii. Discussion on a few specifics regarding heat and hot water reports; the Management Agent briefly explained the process when residents request a work order; Commissioner Neely stated that the heat doesn't circulate well in the units.
- h. Project Updates
 - i. Project #266117 – Siding Phase 1 Substantial and Final Completion
 - 1. Motion by Commissioner Rahman to approve Substantial and Final Completion of Project #266117.
 - 2. Motion seconded by Commissioner Neely
 - 3. Motion approved 4-0, 1 abstention: Commissioner Freyman
 - ii. Security Camera Upgrade
 - 1. Approval letter included in the packet
 - 2. Cameras will be installed on the property
 - 3. Commissioner Neely inquired about routine review of camera footage and if footage will be saved; the Management Agent stated that the video feed will be able to be viewed on a cell phone and data can be saved for a period of time.

4. A resident commented on how to secure the doors as the residents have concerns about door security; the Management Agent stated that the cameras will allow us to see who is going into the buildings; the resident further commented on getting the doors secured so people can't walk in whenever they want; the Management Agent stated that he is looking into upgrading the doors so they are more secure and that he looks forward to the upcoming resident meeting to hear more residents' thoughts.
5. Commissioner Rahman inquired about Setronics being used compared to applying for a project for the camera upgrades; the Management Agent stated that the threshold for applying for a project increased from \$10,000 to \$25,000 so quotes are to be obtained for the project; the Housing Authority will gather quotes from different contractors, including Setronics, since Seekonk Housing had a good experience with that company.
- i. Capital Needs Assessment – included in packet for board review
 - i. Number one issue is siding; Phase 2 slated to start in the spring.
- j. Contract for Financial Assistance Approval of Amendments 19 and 2
 - i. Motion made by Commissioner Neely to approve Amendment 19 in the amount of \$386,015.30 and Amendment 2 in the amount of \$98,800.
 - ii. Motion seconded by Commissioner Bateman.
 - iii. Motion approved 5-0.
- k. Quarterly Resident Meeting 1st Quarter 2026 – to be scheduled.

V. Old Business - None

VI. New Business

- a. Community Preservation Commission
 - i. Chair Saunders stated that the CPC has a meeting on Wednesday, January 7, and that the Management Agent should request funds as soon as possible.
 - ii. Chair Saunders briefly explained the CPC for the newer board members.
- b. Implementing Direct Debit for landlord payments
 - i. Chair Saunders and Commissioner Rahman requested a board vote on requiring landlords to pay via direct debit instead of monthly paper checks; the Management Agent stated that a letter would be generated to send to the landlords about the change.
 - ii. Motion made by Commissioner Rahman to approve direct debit payments for landlords.
 - iii. Motion seconded by Commissioner Neely.
 - iv. Motion approved 5-0.

VII. Other Business

a. Resident Comments

- i. A resident thanked the board for their service and welcomed Jackie Neely to the board; the resident also thanked the HESSCO representatives for their invaluable services to the residents; the resident also commented on the ice melt and stated that Trevor does a great job with the snow removal; the ice melt buckets are currently empty but she appreciates the ice melt being available to residents when Trevor is not around. Chair Saunders reassured residents that the ice melt will still be available to them, and that the board just wants to look into finding a less expensive option.
- ii. A resident asked for time to speak with the Management Agent about various concerns.

b. Board Member Comments – None

VIII. Adjourn

- a. Motion made by Commissioner Freyman to adjourn.
- b. Motion seconded by Commissioner Neely.
- c. Motion approved 5-0.
- d. Meeting adjourned 9:58 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent