

Sharon Housing Authority
Meeting Minutes
April 6, 2026

A regular meeting of the Sharon Housing Authority was held on April 6, 2026 at 18 Hixson Farm Road in the Community Room. Chair Saunders called the meeting to order at 9:02 a.m.

Present: Susan Saunders, Zannati Rahman, David Freyman, Jackie Neely

Absent: Skai Bateman

- I. Approval of Minutes 2/2/2026
 - a. Motion made by Commissioner Rahman to approve the minutes of the February 2, 2026 meeting.
 - b. Motion seconded by Commissioner Neely.
 - c. Motion approved 4-0.
- II. Approval of Warrant #35 in the amount of \$114,404.18 and Warrant #36 in the amount of 133,512.
 - a. The Management Agent commented that both warrants show standard months.
 - b. Motion made by Commissioner Rahman to approve Warrants #35 and #36.
 - c. Motion seconded by Commissioner Freyman.
 - d. Motion approved 4-0.
- III. Management Agent Report
 - a. AUP Corrective Action Plan
 - i. The Management Agent stated that he is keeping the AUP front-of-mind; on track to have the audit in November; brief discussion on the auditing firm – DePace.
 - b. Vacancy Report
 - i. 5 vacancies; 1 offer made – 26 Hixson Farm #13; the offer was rejected so another offer will be made.
 - c. Update on eviction of resident
 - d. Camera system update
 - i. A camera system has been installed outside the community room; the office staff can see who is at the door and can buzz the visitor into the building at his/her discretion.
 - ii. Brief discussion on when the door is unlocked; the Management Agent stated that it will be open for events such as coffee hour, however, generally when the office is open, the door will be locked for safety reasons; he will robocall the residents to inform them about the new protocol.
 - e. Monthly Financials February 2026
 - i. The Management Agent informed the board that the maintenance expense line item is 18% over-budget due to snowstorms; maintenance

- supplies and contract costs are just under-budget; total maintenance expenses are at 104%, which is acceptable.
- ii. Chair Saunders inquired why non-routine expenditures is over-budget by 5%; the Management Agent explained that we had unplanned expenses: flood damage, pump station servicing, sprinkler system let go; there's flexibility with this category.
- iii. The Management Agent reassured the board that reserves continue to be strong.
- f. Work Order Report – included in the packet for board review
 - i. Commissioner Neely pointed out a correction on p. 36 with regard to a water heater work order; the Management Agent will have Trevor check all the buildings' water heaters to be sure they are in working order.
- g. Mass. Alternative Energy Credits
 - i. Information is included in the board packet; the Management Agent gave a brief overview of the air source heat pumps; he has applied for the qualifying credits due to the housing authority, which total \$19,400 that will be put into the reserves
 - ii. Commissioner Rahman asked what the cost was to install the pumps; the Management Agent stated that they cost nothing, but are expensive to replace.
- h. Project Updates
 - i. #266121 - Phase 2 of Siding Project is awaiting a kick off meeting; project will begin in spring
- i. Community Room Meal Site Update
 - i. The Management Agent is meeting with Don Williams to discuss moving forward with the food event at the housing authority.
- j. HESSCO Report
 - i. Positive comments from the Management Agent about Lucia and her events/outreach with the residents, including taking over the community garden, offering karaoke, hosting coffee hour, and other events, which have brought several new attendees.
 - ii. Chair Saunders commented on past problems with the community garden; Lucia stated she is aware of potential problems and has had the residents sign regulations so they are aware of what is expected. Chair Saunders thanked Lucia for her hard work.

IV. Old Business

- a. Chair Saunders inquired about solar farm involvement; the Management Agent stated that we get a check four times a year that goes into our account.

V. New Business

- a. Next meeting – Monday, March 2, 2026
- b. Chair Saunders asked to change the board meeting time from 9:00 to 9:15 a.m.
 - i. Motion made by Commissioner Rahman to change the meeting time.

- ii. Motion seconded by Commissioner Neely.
 - iii. Motion approved 4-0
- c. Commissioner Neely inquired about where the meeting agenda gets posted; the Management Agent stated that it is at the town hall and on the website; discussion about minutes being posted to the town website; Chair Saunders suggested talking to Mark Hogan about putting the minutes or a link to the Sharon Housing Authority website on the town website; the Management Agent will reach out to Mark Hogan.
- d. Chair Saunders informed the board that she has pulled her papers and is on the ballot.

VI. Other Business

- a. Resident Comments – None
- b. Board Member Comments
 - i. Commissioner Neely commented on the success of having the music-related events in the community room to help bridge the language gap among the residents.

VII. Adjourn

- a. Motion made by Commissioner Rahman to adjourn.
- b. Motion seconded by Commissioner Neely.
- c. Motion approved 4-0.
- d. Meeting adjourned 9:57 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent