

Sharon Housing Authority
Meeting Minutes
April 7, 2025

A regular meeting of the Sharon Housing Authority was held on April 7, 2025 at 18 Hixson Farm Road in the Community Room. Chairperson Susan Sanders called the meeting to order at 9:01 a.m.

Present: Susan Saunders, Zannatti Rahman, Irene Hixon, David Freyman

Absent: None

I. Approval of Minutes 3/3/25

- a. Motion to approve the minutes of the March 3, 2025 meeting made by Commissioner Hixson.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.

II. Approval of Warrants

- a. Warrant #24 in the amount of \$133,736.69
 - i. Management Agent commented about Check #13157 for \$10,200 – he explained that it was the cost of a new hot water tank and that the cost will be reimbursed by EOHLC.
 - ii. Commissioner Rahman asked about Direct Energy online payments not being itemized in the report; Management Agent stated that they will be itemized going forward.
 - iii. Chair Saunders asked about maintenance on split units; Management Agent stated that they are inspected on an annual basis, but that needs to be done more frequently; he is working with Trevor on the issue.
 - iv. Motion made by Commissioner Rahman to approve Warrant #24.
 - v. Motion seconded by Commissioner Hixson.
 - vi. Motion approved 4-0.
- b. Warrant #25 in the amount of \$296,533.93
 - i. Management Agent highlighted paving and construction costs that were reimbursed by EOHLC; brief discussion on paving jobs; positive feedback.
 - ii. Chair Saunders asked about the bathroom project costs; Management Agent stated that high costs were due to many change orders and it took an extensive period of time, and that it is an ADA bathroom; he also stated that it was not a good experience with the contractor.
 - iii. Motion made by Commissioner Rahman to approve Warrant #25.
 - iv. Motion seconded by Commissioner Hixson.
 - v. Motion approved 4-0.

III. Approval of Annual Plan 2026

- a. Management Agent briefly discussed annual plan: Summary of Housing Authority operations, including maintenance plan, budget, policies, and resident survey, in order to reflect on the year and seek improvements.
- b. Brief discussion on resident survey: Chair Saunders suggested an annual survey go out to the residents; Management Agent stated that it can be done.
- c. Public hearing for the annual plan was held on April 7, 2025 at 8:30 a.m.
- d. Brief discussion on capital improvements, upcoming siding project, and anticipated funds for siding the entire development
- e. Motion made by Commissioner Hixson to approve the Annual Plan.
- f. Motion seconded by Commissioner Rahman.
- g. Motion approved 4-0.

IV. Approval of Amendments

- a. \$20,000 EOHLC funds to address grounds concerns
- b. \$105,000 for weather barrier as part of siding project
- c. \$238,974 issued on March 19 provided by state for various improvements
- d. Chair Saunders asked about overpayment 26612; Management Agent stated he will look into it.
- e. Management Agent stated that EOHLC has been very responsive to Sharon housing needs.
- f. Brief discussion on roof maintenance; interior improvements on a handful of units.
- g. Motion made by Commissioner Rahman to approve amendments.
- h. Motion seconded by Commissioner Hixson.
- i. Motion approved 4-0.

V. Management Agent Report

- a. Vacancy Report
 - i. New kitchens being done in all 3 vacant units; ready to rent around April 20.
 - ii. Brief discussion on a few residents smoking in the units and smoking areas outside; discussion about taking legal action against repeat violators; Management Agent stated he is hesitant to do so.
- b. Financial Report
 - i. Reserves are healthy; brief highlights on rent and expenses
- c. Project Update
 - i. Low bidder on siding project: Dandis Contracting; Commissioner Freyman stated that he personally knows these contractors and will abstain from the vote; positive references from other housing authorities.
 - ii. Motion made by Commissioner Hixson to authorize entering into contract with Dandis.
 - iii. Motion seconded by Commissioner Rahman
 - iv. Motion approved 3-0; 1 abstention

VI. Old Business - None

VII. New Business

- a. Discussion on benefits of Management Agreement between Sharon and Attleboro.
 - i. Commissioner Hixson asked if Attleboro is looking to expand even more; Management Agent said no.
 - ii. Resident comments on Attleboro management:
 1. A Hixson Farm resident expressed positive feedback.
 2. Another Hixson Farm resident also expressed positive feedback.
 3. A Hixson Farm resident expressed positive feedback and requested that the Management Agent get out and be seen by the residents; Management Agent stated that he would do so; the resident also expressed thanks to the board.
 4. A Hixson Farm resident expressed desire for activities in the Community Room to come back for the residents; Management Agent stated that he will look into ramping up the activities for the residents.
 - iii. Board discussion on extending the Management Agreement
 1. Chair Saunders stated that she would like to renew the contract for another 2 years; Commissioner Rahman suggested 3 more years; general consensus on 3 years.
 2. Brief discussion on getting a state appointee for the board.
 3. Motion made by Commissioner Hixson to extend the contract for 3 more years.
 4. Motion seconded by Commissioner Rahman.
 5. Motion approved 4-0.
- b. Management Agent relayed a request from Trevor that the compensatory time policy be amended so that he can have all his time off at the beginning of July instead of accruing it as the year goes on so that he can be more available for his family.
 - i. Chair Saunders suggested changing the wording of the policy so that if the employee leaves his job within 4 months, he won't be paid for the time off he didn't use.
 - ii. Brief discussion on standard practice in the industry.
 - iii. Commissioner Freyman asked about borrowing against time not yet used; Management Agent stated that it's not a desirable practice.
 - iv. Motion made by Commissioner Freyman to approve changing the compensatory time policy.
 - v. Motion seconded by Commissioner Hixson.
 - vi. Motion approved 4-0.

VIII. Board Comments – None

IX. Resident Comments

- a. A Hixson Farm resident asked about when the resident meeting is; Management Agent stated that his goal is to make it a quarterly meeting; resident asked if resident surveys can be anonymous in order for residents to express concerns without naming themselves; Management Agent stated that they can be used that way.

X. Adjourn

- a. Motion made by Commissioner Hixson to adjourn.
- b. Motion seconded by Commissioner Rahman.
- c. Motion approved 4-0.
- d. Meeting adjourned 10:31 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent