

Sharon Housing Authority
Meeting Minutes
January 6, 2025

A regular meeting of the Sharon Housing Authority was held on January 6, 2025 at 18 Hixson Farm Road in the Community Room. Chairperson Susan Sanders called the meeting to order at 9:02 am.

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

Absent: None

I. Approval of Minutes 11/4/24

- a. Motion to approve the minutes of the November 4, 2024 meeting made by Commissioner Hixson.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.

II. Approval of Warrants #20, 21, 22

- a. Warrant #20 - \$289,934.45 – brief discussion on heaters
 - i. Motion to approve Warrant #20 made by Commissioner Rahman.
 - ii. Motion seconded by Commissioner Hixson.
 - iii. Motion approved 4-0.
- b. Warrant #21 - \$112,594.99
 - i. Discussion on why there is a 40B account; Management Agent stated that he will look into it
 - ii. Question about the \$1 TASC fee; Management Agent stated that he will ask Diane about it.
 - iii. Motion to approve Warrant #21 made by Commissioner Rahman.
 - iv. Motion seconded by Commissioner Hixson.
 - v. Motion approved 4-0.
- c. Warrant #22 - \$123,458.75
 - i. Discussion about walk-in showers in some units; Management Agent stated positive feedback about the showers was given by the residents who have them
 - ii. Discussion about Brown & Brown insurance expense; Management Agent stated that the expense is the property insurance for the coming year and that it reflects a 7.5% increase from last year.
 - iii. Motion to approve Warrant #22 made by Commissioner Freyman.
 - iv. Motion seconded by Commissioner Rahman.
 - v. Motion approved 4-0.

III. Management Agent Report

- a. Vacancy Report
 - i. Units impacted by flood are now filled; in the process of qualifying people to fill the 3 vacant units.

- b. Work order report – included for Board review
- c. Financial Report
 - i. Reserves are very strong; rent collections are very good; expense categories are within budget
- d. Personnel Update - Karen Chapman accepted position at the Seekonk Housing Authority; Michelle Baker hired in the Sharon office through Alpha temp agency; plan on making her a permanent employee after Alpha contract is up.

IV. Old Business - None

V. New Business – None

VI. Board Comments

- a. Commissioner Hixson stated that the light outside admin building is not bright enough for residents
- b. Commissioner Hixson stated that a resident skidded on the ice into Main St., can we sand and plow? Susan recommended calling the town to help plowing; Management Agent will talk with Trevor about the matter.
- c. Commissioner Hixson asked if Trevor could call and let people know when he is coming to plow the parking lot; Management Agent stated that he would talk with Trevor about it.
- d. Commissioner Hixson asked if residents able to link bank account to pay rent; Management Agent stated that it is an option.

VII. Resident Comments

- a. A resident commented about hot water running out more quickly; Irene mentioned that Trevor helped her with the same problem by adjusting a valve.

VIII. Adjourn

- a. Motion to adjourn made by Commissioner Hixson.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.
- d. Meeting adjourned 9:26 am.

Respectfully submitted,

Paul M. Dumouchel
Management Agent