

Sharon Housing Authority
Meeting Minutes
November 3, 2025

A regular meeting of the Sharon Housing Authority was held on November 3, 2025 at 18 Hixson Farm Road in the Community Room. Chairperson Susan Saunders called the meeting to order at 9:00 a.m.

Present: Susan Saunders, Zannatti Rahman, Skai Bateman, David Freyman

Absent: None

I. Approval of Minutes 10/6/2025

- a. Motion made by Commissioner Rahman to approve the minutes of the October 6, 2025 meeting.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.

II. Approval of Warrant #31

- a. The Management Agent thanked Chair Saunders and Commissioner Rahman for coming in weekly to sign vendor checks.
- b. Warrant #31 in the amount of \$101,690.82
 - i. Commissioner Rahman asked about check #13448; the Management Agent explained that one of the boilers was replaced and that he has a request in to get reimbursed from the state.
 - ii. Chair Saunders asked about check #13480 for a circulator leak; the Management Agent stated that it was funded through extraordinary maintenance since it was not caused by a resident.
 - iii. Motion made by Commissioner Freyman to approve Warrant #31.
 - iv. Motion seconded by Commissioner Rahman.
 - v. Motion approved 4-0.

III. AUP Review

- a. The Management Agent briefly explained the AUP letter from EOHLC indicating in a strong tone that the AUP review was submitted late which was due to changing the auditing firm being used. This resulted in the Housing Authority getting a “strike.” The Management Agent is looking into the strike process and what it means for the Housing Authority. The Management agent also commented on the positive results of the Attleboro Housing Authority taking over management of Sharon.
- b. Corrective Action items – the Management Agent has already lined up the auditing firm for the next audit to be submitted on time; Commissioner Bateman suggested getting that in writing from the firm. The Management Agent is also working on the process of getting our vendors under service contracts.

IV. Management Agent Report

- a. Vacancy Report
 - i. 4 vacant units; 15A has been offered and lists are pulled for the other 3 units.
 - ii. Chair Saunders asked if there are any off-line units; the Management Agent said no.
 - iii. Commissioner Bateman asked how long it takes to fill a unit; the Management Agent briefly summarized the process of turning a unit and qualifying an applicant.
- b. October Financial Report
 - i. Included in the packet for board review; state has not approved the budget yet, so the numbers will change; reserves are strong.
- c. Work Order Report
 - i. Included in the packet for board review
 - ii. Chair Saunders requested that “action taken” could be included in the work order report in the future.
- d. Project Updates
 - i. Project #266117 – Siding Phase 1
 - 1. Punch list generated
 - ii. Project #266121 – Siding Phase 2
 - 1. Still awaiting kick-off meeting; start date projected to be Spring 2026.
- e. Resident meeting
 - i. Not as well attended, but good exchange of ideas for Management Agent follow-up.
- f. Security Cameras throughout development
 - i. Setronics has put a proposal together for board consideration.
 - ii. Chair Saunders inquired about which areas would be monitored; Management Agent stated that roads, entrances to buildings, laundry areas, and possibly hallways would be monitored; it will not include inside the units.
 - iii. The Management Agent also stated that a security grant from state may be available to pay for security cameras; he will report next month on a specific plan.
- g. Resident Board Member Selection Process
 - i. The Select Board will meet with the Housing Authority Board on Tuesday, November 18 via Zoom to discuss approval of Jackie Neely as the resident board member. The Management Agent anticipates that she will be participating in the December board meeting.
- h. EBT/SNAP Benefits Pause
 - i. The Management Agent commented that HESSCO has done a great job identifying residents in need and working with food pantries to provide food.

- V. Old Business - None
- VI. New Business – None
- VII. Other Business
 - a. Resident Comments
 - i. A resident commented that one of the locations of the security cameras should be near the dumpsters.
 - ii. A resident commented on lack of SNAP money; HESSCO representative stated that breakfasts and lunches are being provided during the week and that there is an emergency hotline for those residents who need food provided to them; The Management Agent stated he can do a robocall to the residents about the hotline.
 - b. Board Member Comments
 - i. Commissioner Bateman expressed appreciation for the extra time taken in the meeting for her questions about board matters.
 - ii. Commissioner Rahman asked why AHVP checks are still being mailed instead of direct deposit; Chair Saunders stated that not everyone opted in to direct deposit; Rahman asked if we can let them know we will no longer issue paper checks; the Management Agent stated he will follow up on it.
- VIII. Adjourn
 - a. Motion made by Commissioner Rahman to adjourn.
 - b. Motion seconded by Commissioner Freyman.
 - c. Motion approved 4-0.
 - d. Meeting adjourned 10:05 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent