

Sharon Housing Authority
Meeting Minutes
February 2, 2026

A regular meeting of the Sharon Housing Authority was held on February 2, 2026 at 18 Hixson Farm Road in the Community Room. Commissioner Rahman called the meeting to order at 9:01 a.m.

Present: Susan Saunders (arrived at 9:06 a.m.), Zannatti Rahman, Skai Bateman, David Freyman, Jackie Neely

Absent: None

- I. Approval of Minutes 1/5/2026
 - a. Brief review/discussion of security camera project quotes.
 - b. Commissioner Bateman asked about direct debit for landlord payments; the Management Agent stated that 3 landlords still have not signed up, but he looks forward to them approving direct debit payments.
 - c. Motion made by Commissioner Bateman to approve the minutes of the January 5, 2026 meeting.
 - d. Motion seconded by Commissioner Neely.
 - e. Motion approved 4-0.
- II. Approval of Warrant #34 in the amount of \$113,370.07
 - a. Motion made by Commissioner Freyman to approve Warrant #34.
 - b. Motion seconded by Commissioner Neely.
 - c. Motion approved 5-0.
- 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.
 - b. Vacancy Report
 - i. 26-16 has been offered, awaiting response; 5B, 26-1, 26-13 being worked on.
 - c. Monthly Financials December 2025
 - i. The Management Agent informed the board that the maintenance expense line item will be higher than 10% due to snowstorms in January; he will be working with the fee accountant in the spring to cover overages with line items under budget.
 - ii. Commissioner Bateman asked if we were under budget too far on any categories; the Management Agent stated that admin expenses are 11% under budget, but will go up as the year continues.
 - iii. The Management Agent reassured the board that reserves continue to be strong.
 - d. Work Order Report – included in the packet for board review

- e. Project Updates
 - i. #266121 - Phase 2 of Siding Project will begin in spring; positive feedback from residents and town manager on the new siding from Phase 1.
- f. Quarterly Resident Meeting
 - i. Meeting conducted on 1/23/26
 - ii. Resident concerns include lighting and security cameras/new door system.
 - iii. Commissioner Neely expressed concerns about giving notice for the quarterly meetings; the Management Agent stated he plans to have more frequent meetings with residents in light of recent events involving the police.
 - iv. The Management Agent gave a brief update on the police matter and forthcoming eviction of the resident involved, who is currently being held.
 - v. Commissioner Bateman asked if we have a lawyer on retainer; the Management Agent said yes and he's doing a good job and that it comes out of the Housing Authority's budget.
 - vi. Chair Saunders inquired about door security; the Management Agent stated that he is in the process of getting quotes; Chair Saunders stated that office personnel should have authority to buzz people in or not to let them in. Commissioner Neely commented that there is a difference between entering the community room and entering the office. The Management Agent stated that the community room is left open for residents, but has been locked after recent events; the room will be left open for HESSCO coffee hour; consensus that the office personnel needs to be able to see anyone who might approach the door wanting to come in.
- g. HESSCO Report
 - i. Lucia informed the board of the events that were held for the residents in January, including a new year's party, crafts, seed planting, pot painting, games and coffee hour. The average number of residents attended the game day and coffee hour, as well as came to receive the grab-and-go lunches.
 - ii. Lucia also stated that a Chinese New Year party is planned for February.
 - iii. The Management Agent expressed appreciation for HESSCO events to help residents be able to socialize together.
- h. Community Room Meal Site
 - i. Chair Saunders received an email from Don Williams asking if the Sharon Housing Authority is interested in supporting a meal on-site for community members; Commissioner Bateman commented that it is a good idea as long as the residents support it; Lucia stated that approximately 35 people fit in the community room for a meal; the Management Agent will reach out to Don and see if the residents

would be comfortable with it. Chair Saunders stated that the room is intended to be used by the whole community, not just the residents.

IV. Old Business - None

V. New Business

- a. Next meeting – Monday, March 2, 2026

VI. Other Business

- a. Resident Comments

- i. A resident commented about getting mats in the entry ways; the laundry room mat should be removed; the Management Agent will bring it up with Trevor.
- ii. A resident asked about a remote for her heater since her thermostat is blocked and is hard to see; the Management Agent will talk to Trevor and check with the manufacturer; Commissioner Neely commented that the thermostats are hard to read and that a remote would be helpful.

- b. Board Member Comments

- i. Chair Saunders asked where funding comes from to fix heater/A/C units; the Management Agent stated he is in process of addressing issue. Chair Saunders commented that the units are maintained once a year, but needs it more often than that and is a lot of work; the Management Agent stated they are looking to including them in the Preventative Maintenance Plan going forward so they are maintained more regularly.
- ii. Commissioner Neely expressed concern about the fear/uncertainty/bullying effects on the residents in regards to the police incident. She stated that many rumors went around and no one knew exactly what was happening; going forward, she would like the Housing Authority to look at what we can learn from the experience and what education can be done to plan ahead for future issues. Chair Saunders commented that residents can be kept informed without using the names of those involved; The Management Agent stated that an outside agency can be brought in to help address bullying issues and that the Sharon Police Department has offered to come in to talk to residents as well. Chair Saunders commented that those ideas would be very helpful. Lucia commented that she has a contact at the Police Department. Chair Saunders commented that greater security is needed nowadays when it comes to securing buildings.
- iii. Addressing how the issue started, the Management Agent gave a brief review of the complaint process. general agreement among the board members on researching what strategies can be implemented to avoid such incidents in the future.

- iv. A resident commented that the attitude of some residents is that they will not be evicted from the property so they push boundaries in their behavior. The Management Agent stated that residents are able to report on issues anonymously; the resident stated that some still won't say anything about other residents.
- v. Commissioner Bateman asked if it is the duty of the Housing Authority to have an emergency evacuation plan; the Management Agent stated that he has not seen one, but that residents do receive a tenant handbook; Chair Saunders commented that the Fire Department has a list and keys to the units that have residents who cannot evacuate themselves in an emergency. Commissioner Rahman stated that the Fire Department could also come in for educational purposes.
- vi. Commissioner Neely expressed great appreciation for Trevor and the snow removal process, but that many people were not able to move their cars. She asked if there is a plan to notify residents of when they should move their cars; the Management Agent stated he would look into communicating with Trevor to plan how to notify residents when the cars need to be moved.

VII. Adjourn

- a. Motion made by Commissioner Bateman to adjourn.
- b. Motion seconded by Commissioner Rahman.
- c. Motion approved 5-0.
- d. Meeting adjourned 9:57 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent