

Sharon Housing Authority
Meeting Minutes
October 6, 2025

A regular meeting of the Sharon Housing Authority was held on October 6, 2025 at 18 Hixson Farm Road in the Community Room. Chairperson Susan Sanders called the meeting to order at 9:05 a.m.

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

Absent: None

I. Budget Presentation – Dan Robillard

- a. The Management Agent briefly explained the budget guidelines since the new fiscal year started.
- b. Fee accountant Dan Robillard gave an overview of changes in the budget, including:
 - i. Increase of 5% in state funding and a 3% increase in maintenance and administrative salaries; increased legal exemptions; extra funding moved to maintenance needs because new admin staff not on health insurance.
 - ii. The Fee Accountant continued by briefly explaining reserves and the different programs; he also explained to the board their role in deciding what to do with the reserves and stressed that the Housing Authority is in good financial shape.
- c. Management Agent commented on legal costs that increased, but that the Housing Authority does not use all the funds every year. He further stated that there are currently a number of legal issues for which the funds will be needed and that the state will reimburse the first \$6500. The Management Agent also commented that the Housing Authority is at 59% of reserves.
- d. Motion made by Commissioner Rahman to approve the 2026 Budget as presented.
- e. Motion seconded by Commissioner Freyman.
- f. Motion approved 4-0.
- g. Commissioner Bateman asked if legal fees were for all programs. The fee accountant stated it was just for the elderly and family programs.
- h. The Management Agent stated that the August budget report in the packet is based on last year's budget numbers. The fee accountant stated that we do not wait for state approval to start implementing the new budget.

II. Approval of Minutes 8/4/2025

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

III. Approval of Warrant #29

- a. The Management Agent thanked Chair Saunders and Commissioner Rahman for coming in weekly to sign vendor checks.
- b. Warrant #29 in the amount of \$102,181.27
 - i. Motion made by Commissioner Rahman to approve Warrant #29.
 - ii. Motion seconded by Commissioner Freyman.
 - iii. Motion approved 4-0.

IV. Approval of Warrant #30

- a. Warrant #30 in the amount of \$103,993.56
 - i. Motion made by Commissioner Rahman to approve Warrant #28.
 - ii. Motion seconded by Commissioner Freyman.
 - iii. Motion approved 4-0.

V. Management Agent Report

- a. Vacancy Report
 - i. 4 vacant units; they are mostly done. One unit was about to be leased, but the family had 2nd thoughts and did not accept. The Management Agent anticipates units will be filled by November; a recent death adds 1 more vacancy.
 - ii. Chair Saunders asked if current vacant units were the ones that had water damage. The Management Agent said no, those units are already done and filled.
- b. August Accountant Report
 - i. The numbers will change once the new budget is approved by the state; ended the year strongly, and reserves are good.
- c. Project Updates
 - i. Positive comments from the board on how nice the new siding looks.
 - ii. Project #266117 – Siding Phase 1 Change Order Approval
 - 1. Letter included in the packet, needs board approval; Commissioner Rahman asked if it was submitted to DHCD; the Management Agent said it's been approved by EOHLC.
 - 2. Motion made by Commissioner Rahman to approve the change order.
 - 3. Motion seconded by Commissioner Freyman.
 - 4. Commissioner Bateman asked if the funds for the change order are in the budget already. The Management Agent explained that it is state-funded. Chair Saunders explained capital project reimbursement.
 - 5. Motion approved 4-0.
 - iii. Project #266121 – Siding Phase 2
 - 1. Low bidder identified; not the same company as Phase 1; waiting for reference checks to come back. Start date projected to be Spring 2026.
- d. Work Order Report – Management Agent will send the report out via email.
- e. Resident Board Member Selection

- i. Management Agent gave a brief background on the resident board vacancy. He reported that Jackie Neely has stepped forward as a candidate. Her letter is in the board packet. The Management Agent commented that she would be a fine addition to the board.
 - ii. If the board approves, Jackie's information will be forwarded to the select board and they will schedule a joint meeting with the Housing Authority to interview Jackie and vote to approve. The Management Agent hopes to get her on the board for the November meeting.
 - iii. Chair Saunders asked if Commissioner Bateman was sworn in at the Town Clerk's office. Commissioner Bateman said she was sworn in by the state online and that she will go to the Town Clerk today to be sworn in.
 - iv. Chair Saunders thanked Jackie Neely for stepping forward to serve.
- f. HESSCO On-Site Supervisor
 - i. The Management Agent reported that the vacant position has been filled by Lucia Kehoe. She introduced herself to the board.

VI. Old Business - None

VII. New Business – None

VIII. Other Business

- a. Resident Comments
 - i. A resident asked about getting a key to the back door of her building. The Management Agent said she would be given a key.
 - ii. A resident inquired about the cleaning service that used to come. The Management Agent stated that they had a scheduling issue and that they would be back on track soon.
 - iii. Commissioner Rahman inquired about the checks that went out to the cleaning service. It was discovered that those checks were from June and July.
 - iv. A resident commented that the back door is sometimes being left open using a rock or a stick, or taping the door so that it is left open.

IX. Adjourn

- a. Motion made by Commissioner Rahman to adjourn.
- b. Motion seconded by Commissioner Freyman.
- c. Motion approved 4-0.
- d. Meeting adjourned 9:52 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent