

Sharon Housing Authority
Meeting Minutes
May 4, 2026

A regular meeting of the Sharon Housing Authority was held on May 4, 2026 at 18 Hixson Farm Road in the Community Room. Chair Saunders called the meeting to order at 9:15 a.m.

Present: Susan Saunders, Zannati Rahman, Skai Bateman, Jackie Neely

Absent: David Freyman

- I. Approval of Minutes 4/6/2026
 - a. Commissioner Rahman pointed out an error in the final motion of the meeting minutes.
 - b. Motion made by Commissioner Rahman to approve the minutes of the April 6, 2026 meeting.
 - c. Motion seconded by Commissioner Neely.
 - d. Motion approved 4-0.
- II. Approval of Warrant #37 in the amount of \$103,390.89.
 - a. Brief discussion on higher electrical costs; brief explanation of pension audit fee.
 - b. Motion made by Commissioner Rahman to approve Warrant #37.
 - c. Motion seconded by Commissioner Bateman.
 - d. Motion approved 4-0.
- III. Acknowledgement of Affirmative Action Goals
 - a. The Management Agent informed the board that the Housing Authority is making every attempt to adhere to the affirmative action goals set by the state; he reported that the Housing Authority is currently in compliance, and that the board's acknowledgement will be added to the annual plan. The Management Agent then gave a brief explanation of the process of staying in compliance as it relates to the CHAMP system.
 - b. Commissioner Rahman asked if it is a problem that Commissioner Freyman's name is not on the acknowledgment document; the Management Agent stated that it is not a problem.
- IV. Management Agent Report
 - a. AUP Corrective Action Plan
 - i. The Management Agent stated that the AUP will be completed by DePace and is already set up.
 - b. Annual Plan Update – 2026
 - i. The state's new software is finalized; the new deadline for submitting the Annual Plan is July 31, 2026. The Management Agent has a meeting with Cybersense to work on the annual plan; he will send a copy to the board and will include copies for the community room and

online. He informed the board that they will need to meet in July or hold an email vote to approve the plan.

- ii. Chair Saunders asked if the plan can be submitted early; the Management Agent gave a brief overview of the process for approving the plan as far as scheduling/timing.
- c. Vacancy Report
 - i. 4 vacancies currently; administration is searching for qualified applicants for 3 of the units; the fourth unit will be a transfer.
- d. Monthly Financials March 2026
 - i. The Management Agent stated that all budget categories are within 10%, either over or under; reserves are strong, around 61%.
- e. Work Order Report – included in the packet for board review
- f. Project Updates
 - i. #266121 – Project is underway; very positive resident feedback.
 - ii. Commissioner Rahman asked which company won the bid; the Management Agent reported that New Kappa Construction Company, which has been used in the past for other projects, was the lowest responsible bidder; he reiterated the end goal of re-siding all the buildings.
 - iii. Chair Saunders informed the Management Agent that the deadline for proposal submissions to the Community Preservation Commission is Sept/Oct. She spoke of the possibility of funding a siding project for one of the buildings; she further gave a brief overview of what the CPC is/does.
- g. HESSCO Report – in the packet for board review; lots of positive feedback from residents about Lucia's work.

V. Old Business – None

VI. New Business

- a. Next meeting – Monday, June 1, 2026

VII. Other Business

- a. Resident Comments
 - i. A resident asked about need to appropriate money for new speed bumps; Chair Saunders said they were stored for winter; the resident stated some were seen in the dumpster; Chair Saunders talked to maintenance who stated the speed bumps were difficult to remove for winter, and maybe a different type needs to be used; the Management Agent said he would look into the matter.
 - ii. A resident expressed appreciation for the help given by the board, the Management Agent, and the office staff; she also stated that some of the sidewalks are uneven around buildings 4 and 6, and in front of building 1; she also spoke about rodent issues and security concerns; the Management Agent stated that the Housing Authority can move ahead with installing cameras around the whole property, which has

funding from the state, and that a camera has been installed at the community room door for the office staff to see who is at the door. Devlyn House is taking the lead to move forward with such technological updates. He also stated that communication went out to the residents to call 911 if a certain individual is seen on the premises.

- iii. A resident asked what the priority is: security cameras or secure doors so people cannot just walk into the buildings; the Management Agent stated that there are a number of upgrades that need to be done, including camera installation and door security, while working within the existing funding parameters. Chair Saunders asked about the price of upgrading door security; the Management Agent stated that he has to find out the cost. A resident suggested using fobs for entry instead of keys; the Management Agent said he would look into the matter since that was just done in Plainville; Chair Saunders reiterated that the CPC would be a good source of funding for such a project.
- iv. Commissioner Neely reiterated the rodent problem in some of the buildings; the Management Agent will meet with Trevor and Burgess Pest Control to develop a strategy for solving the problem.
- v. Chair Saunders informed the board that the water department recently increased water rates and it might be a good time to send a memo to residents to be mindful of not running water unnecessarily.
- vi. Chair Saunders related the recent incident of violence at the Milford Housing Authority.

b. Board Member Comments – None

VIII. Adjourn

- a. Motion made by Commissioner Bateman to adjourn.
- b. Motion seconded by Commissioner Neely.
- c. Motion approved 4-0.
- d. Meeting adjourned 10:17 a.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent