

Sharon Housing Authority
Meeting Minutes
March 3, 2025

A regular meeting of the Sharon Housing Authority was held on March 3, 2025 virtually via GoToMeeting. Chairperson Susan Sanders called the meeting to order at 4:30 p.m.

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

Absent: None

- I. Approval of Minutes 1/6/25
 - a. Motion to approve the minutes of the January 6, 2025 meeting made by Commissioner Hixson.
 - b. Motion seconded by Commissioner Freyman.
 - c. Motion approved 4-0.
- II. Approval of Warrants #23 in the amount of \$151,245.69
 - a. Commissioner Rahman asked about Check #13117 – She asked why there was only an Eversource bill payment but not a Direct Energy bill payment; Management Agent stated that he would follow up with Diane about the Direct Energy payment.
 - b. Commissioner Rahman asked about Check #13093 – She asked why the management agreement amount was larger than normal; Management Agent stated that 2 Attleboro employees assisted Trevor with maintenance work and that is why the amount was larger.
 - c. Motion to approve Warrant #23 made by Commissioner Rahman.
 - d. Motion seconded by Commissioner Hixson.
 - e. Motion approved 4-0.
- III. Management Agent Report
 - a. Info on tenant portal went out and residents can now pay rent online. A few have already done so.
 - b. Vacancy Report
 - i. 2 vacancies, one taking extra time because of cigarette smoke damage.
 - c. Work order report – included for Board review
 - d. Financial Report as of January 31, 2025
 - i. Reserves are very strong; rent collections running strong; admin and maintenance expenses are within budget, labor a little higher because of snow events.
 - e. Project Update
 - i. #266105 – ADA bathroom renovation
 1. Motion to approve Substantial and Final Completion made by Commissioner Hixson.
 2. Motion seconded by Commissioner Freyman
 3. Motion approved 4-0.

- ii. #266108 – Walkway and paving project
 - 1. Motion to approve Substantial Completion made by Commissioner Rahman.
 - 2. Motion seconded by Commissioner Hixson.
 - 3. Motion approved 4-0.
 - iii. Phase 1 of Siding Project: bids will be in on March 12.
 - iv. Capital Assistance Team came out in late December to give us their opinion on the kinds of projects we can anticipate in the future.
- IV. Old Business - None
- V. New Business
 - a. Management Agreement Status – agreement expires on June 30; board needs to decide over next couple months on whether to continue agreement.
- VI. Board Comments – None
- VII. Resident Comments
 - a. A resident expressed thanks to the board, the Management Agent, and the maintenance staff for all their hard work. The resident also asked about further paving to be done; Management Agent stated that maintenance is aware of remaining problem areas and are in the process of developing a plan to fix the remaining areas once spring comes. Resident also expressed thanks for the new lighting that was put in and asked about more lighting across from the office in the parking area; Management Agent stated that he will take a look at it.
- VIII. Adjourn
 - a. Motion to adjourn made by Commissioner Hixson.
 - b. Motion seconded by Commissioner Rahman.
 - c. Motion approved 4-0.
 - d. Meeting adjourned 5:02 p.m.

Respectfully submitted,

Paul M. Dumouchel
Management Agent