

Sharon Housing Authority
Board Meeting Minutes
September 14, 2026

A regular meeting of the Sharon Housing Authority Board of Commissioners was held on Monday, September 14, 2026 in the community room at 18 Hixson Farm Road. Chair Saunders called the meeting to order at 9:15 a.m.

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

Absent: David Freyman

- I. Presentation of the FY27 budget - Fee Accountant Robillard
 - a. The Management Agent commented on the guidelines from the state and shared that there would be no increase in funding from the state; he also shared that the state is implementing a new approval process in which each board member will get an approval email.
 - b. The Fee Accountant went over details of the FY27 budget for each program, highlighting small changes to help balance the budget in light of not getting an increase from the state. He reported that the Housing Authority is in a strong position.
 - i. Motion made by Commissioner Rahman to approve the FY27 budget as presented.
 - ii. Motion seconded by Commissioner Neely.
 - iii. Motion approved 4-0.
 - iv. Motion made by Commissioner Neely to approve a contract renewal with Milne, Shaw, and Robillard.
 - v. Motion seconded by Commissioner Bateman.
 - vi. Motion approved 4-0
- II. Approval of June 1, 2026 meeting minutes
 - a. Commissioner Rahman pointed out edit on p. 3 of the minutes.
 - b. Motion made by Commissioner Bateman to approve the June 1, 2026 minutes.
 - c. Motion seconded by Commissioner Rahman.
 - d. Motion approved 4-0.
- III. Approval of Warrants #39-42
 - a. Commissioner Rahman asked about paying for repairing the heat pumps; the Management Agent stated that it was part of extraordinary maintenance.
 - b. Chair Saunders asked if there is a contract for heat pump upkeep; the Management Agent stated that we have a company in Taunton that comes once a year to service the units; next appointment is scheduled for October 5; Chair Saunders stated that the upkeep should be done more than once a year; the Management Agent is in the process of setting up more service appointments for the pumps through the year.
 - c. Commissioner Bateman asked about the life span of the pumps and if they need to be replaced soon; the Management Agent stated that they are not that old, only a few years, but if they need to be replaced, it is on the housing authority to pay for it since the warranty has expired.
 - d. The Management Agent told the board that the authority received a credit from the heat pumps and that the check went into the reserve account.
 - e. The Management Agent is also in the process of setting up training for the residents to show them how to switch between air conditioning and heat.

- f. Commissioner Rahman asked about the AHVP checks and why the totals vary from month to month; the Management Agent said that rent re-certifications will change the amount each time.
 - i. Motion made by Commissioner Neely to approve Warrant #39.
 - ii. Motion seconded by Commissioner Bateman.
 - iii. Motion approve 4-0
- g. The Management Agent highlighted the payment to New Kappa Construction in Warrant #40.
 - i. Motion made by Commissioner Rahman to approve Warrant #40.
 - ii. Motion seconded by Commissioner Neely.
 - iii. Motion approve 4-0
- h. The Management Agent highlighted the payment to New Kappa Construction in Warrant #41; Chair Saunders asked what the total amount is for the siding project; the Management Agent said it was around \$400,000.
 - i. Motion made by Commissioner Neely to approve Warrant #41.
 - ii. Motion seconded by Commissioner Rahman.
 - iii. Motion approve 4-0
- i. Warrant #42
 - i. Motion made by Commissioner Rahman to approve Warrant #42.
 - ii. Motion seconded by Commissioner Neely.
 - iii. Motion approve 4-0

IV. Management Agent Report

- a. Pest control update
 - i. One unit found to be ground zero for rodent infestation; HESSCO worked with Burgess pest control, the resident, and the resident's family to clean out the unit and put things in storage so pest control could treat the unit, which was done successfully; the situation must be monitored so that things in storage do not make it back into the unit. HESSCO will continue to work with the resident and the family on this matter. The resident has been informed that the unit cannot return to its former state of clutter. Pest control complaints from others have gone down since.
 - ii. Chair Saunders asked about the things in storage potentially coming back to the unit; the Management Agent stated that the Housing Authority was willing to pay for a dumpster to throw things out; Commissioner Neely stated that there is a dumpster out there and the family was seen using it. The situation will be monitored by the Housing Authority.
 - iii. Melissa, the HESSCO representative, stated how she has been helping the resident in question with habits of cleanliness and openness in the unit and that she is working hard to keep the situation under control
 - iv. Commissioner Neely asked about those residents who refused entry to their units; the Management Agent stated that they will be addressed, and one of them already has been. He will follow up on those units with Trevor.
- b. AUP Review Update
 - i. The Management Agent reported that the second strike against the Housing Authority has been removed; the late AUP audit from last year will be redone with this year's audit, which will cost more; the auditor is ready to start, but waiting to receive guidelines from the state on what she should do before beginning the audit; audit deadline is January 2027.
- c. Fiscal Year 2026 Review: Reports included in packet for board review

- i. TAR report clarification: \$24,643 not collected, but over half of that amount belongs to one tenant who thinks he doesn't have to pay rent; the Management Agent has gone to court, but the court has not been able to get him to pay, so execution on the unit will be pursued. The Housing Authority is trying to get supports in place for him when the execution takes place.
- d. Vacancy Report
 - i. 1 vacancy currently, 1 more will be vacant due to resident not coming back to unit; the unit is in horrible condition, and an appeal will be made to the state to fund a unit rehab.
 - ii. The board requested that work order reports be emailed to them.
- e. Formula Funding Award for Fiscal Year 2029 in the amount of \$176,034.57
 - i. Commissioner Bateman stated that EOHLC needs to update the dates on the letter; the Management Agent will bring that to their attention.
 - ii. Motion made by Commissioner Rahman to accept the award.
 - iii. Motion seconded by Commissioner Neely.
 - iv. Motion approved 4-0
- f. Project Update - #266121
 - i. Change order to include siding on the laundry room – approval needed
 - ii. Motion made by Commissioner Neely to approve the change order
 - iii. Motion seconded by Commissioner Bateman
 - iv. Motion approved 4-0
- g. HESSCO Report: included in packet for board review
 - i. The Management Agent introduced Melissa as the new staff member from HESSCO.

V. Old Business

- a. Commissioner Neely mentioned that the speeding issue is getting very bad; the Management Agent stated that the town is not willing to put in asphalt speed bumps since this is a private way; he spoke to the deputy police chief who said he'd send a car to monitor the speeding issue; the Management Agent will be following up with police and the possibility of speed bumps.
- b. Chair Saunders stated that the asphalt speed bumps will be a problem for the snow plows; she suggested an electronic speed limit sign to show how fast people are going.
- c. The Management Agent will talk to Fred Turkington to see if the town is willing to do anything.
- d. A resident suggested certain removable speed bumps such as those at Bayberry that would be more effective than the ones used previously, and also stated that the police car that was sent only stayed a few minutes.

VI. Other Business

- a. Resident Comments
 - i. A resident stated that the signage on building 6 is on the ground and needs to be put back up; there are also wires hanging out of the wall in the entrance to unit 33.
 - ii. A resident asked about adding lighting outside of building 6 and that it is very dark out there.
 - iii. A resident mentioned the developments at 51 and how they contribute to the speeding problem; maybe they could share some of the expenses on the shared property; the Management Agent stated he has tried to work with them in the past with poor results.
 - iv. A resident asked about the future of the siding projects; the Management Agent gave an overview of the next steps in the process.

- v. A resident asked about a door security update; the Management Agent stated that he is in contact with some electricians to get an estimate on how much it would cost to add door security such as keypads.
- b. Board Comments
 - i. Commissioner Neely asked about the plans for the cameras and if it is affected by the budget constraints; the Management Agent said that the project is in the works and should be completed within the next couple months. Commissioner Neely asked if the cameras would be focused on the dumpsters; the Management Agent said he would find out.
 - ii. Chair Saunders encouraged the Management Agent to seek funding from the CPA soon; discussion ensued about how much funding might be available and what to ask for.
- c. Adjourn
 - i. Motion made by Commissioner Bateman to adjourn the meeting.
 - ii. Motion seconded by Commissioner Neely.
 - iii. Motion approved 4-0
 - iv. Meeting adjourned at 11:13 a.m.