

Sharon Housing Authority
Meeting Minutes
June 5, 2023

A regular meeting of the Sharon Housing Authority was held on June 5, 2023 at 18 Hixson Farm Road in the Community Room. Chairperson Saunders called the meeting to order at 9:05 am.

Present: Susan Saunders, Eileen Generazzo, Zannati Rahman, Xander Shapiro and Peter Melvin (via phone)

Absent: None

Staff Present: Paul M. Dumouchel, Management Agent

Others Present: None

I. Approval of Minutes May 1, 2023.

Commissioner Shapiro made a motion to approve minutes of May 1, 2023 as presented. Commissioner Melvin seconded the motion. It was noted that Commissioner Shapiros name was misspelled. It was noted that Todd Arnold, a resident was in attendance. Approved (5-0).

II. Warrant #3: May 2023 - \$177,374.25

Commissioner Rahman made a motion to approve Warrant #3 for May 2023 as presented. Commissioner Shapiro seconded the motion. Approved (5-0.)

- Question on Service Master Bill – The Management Agent explained that there was another resident, who caused the flooding incident. Chair Saunders suggested investigating whether a mechanism can be installed to automatically shut the water off after a period of time has elapsed. Management Agent will investigate.
- Question on the U.S. Assume Bill – Management Agent explained.

III. Management Agent Report.

- Management Agent reviewed the Maintenance Report. The Management Agent pointed out that the completed work order report was enclosed in the packet and if there were any questions on specific work orders, he can be contacted for an explanation.
- Management Agent reviewed the vacancy report. The Management Agent reported that there are currently 8 vacancies, 3 of which are offline due to the state funded project. There were 2 recent move in and 3 of the remaining 5 vacant units are ready to be rented.
- Management Agent reviewed the Financial reports for the month ending 4/30/2023. Reserves have fallen to 26.5% due to insurance reimbursements and state formula funding money not yet received.
- HESSCO Report – The Management Agent shared the HESSCO report with the Board.

- Project Updates
 1. (667-1) #266086 Heat and Smoke Detectors – Project is completed.
 2. (21 S. Pleasant Street) #266106 Common Area Flooring Replacement – A meeting has been scheduled to review flooring material color samples.
 3. (667-1) #266110 Flooded Unit Rehab – Schematic drawings are under EOLCH review.
 4. (689-1) #266105 ADA Bathroom Modernization – RCAT has taken over this project as of May 31st. Work order for the projects is being constructed.
- General Management Updates
 1. Trevor attended a training on remediation hosted by Enviro-Clean and the Institute of Real Estate Management.
 2. Annual inspections and re-inspections have been completed.
 3. Gutters will be cleaned out within 3 weeks.

IV. Public Housing Notice 2023-06.
 Tenant Mediation Services. The Management Agent reviewed this public housing notice. A very positive initiative to assist tenants with any disputes that arise.

VI. Other Business.

- Chair Saunders questioned the status of the EOHLC siding project. The Management Agent reported that it is still in the pipeline for funding, but hasn't been formally approved yet.
- Chair Saunders mentioned that the Community Renovation Committee had approved funding to install automatic doors on all buildings and wanted to know if this had been completed yet. The Management Agent said he would follow up.

V. Open Comments.

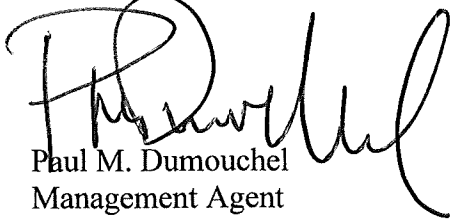
1. Tenants – 3 in attendance.
 - A Hixson Farm Road tenant asked the feasibility of a gazebo being constructed for smokers.
 - A Hixson Farm Road tenant suggested a temporary structure.
 - A Hixson Farm Road tenant inquired on the possible purchase of a bicycle rack.
 - A Hixson Farm Road tenant asked about the status of the water in building #1.
2. Public – None in attendance.

3. Press – None in attendance.

Motion to Adjourn

4. Commissioner Melvin made a motion to adjourn the meeting at 9:58 am.
Commissioner Shapiro seconded the motion. Voted (5-0.)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul M. Dumouchel", written in a cursive style.

Paul M. Dumouchel
Management Agent