

SHARON HOUSING AUTHORITY
SHARON RIDGE EXPANSION CORPORATION
Draft until approved at the next regular meeting

A regular meeting of the SHA and the SREC was held on August 21, 2018 at 5:00PM at the Town Hall. Present were Chairman Hosier, Vice Chairman Szalewicz, Treasurer Whelan, Asst. Treasurer Manasse (5:24) and Secretary Moss. Also in attendance were Ella Clark and tenants from Units 10D and 2A.

PART 1

Chairman Hosier called the meeting to order at 5:02.

Mrs. Szalewicz made a motion to approve the minutes of 7/3/18, 7/11/18 and 7/17/18 as written, seconded by Mr. Hosier, with all in favor.

Mrs. Szalewicz read the Administrator's Report dated August 21, 2018 that was submitted by Site Administrator Broderick. The Board discussed some of the items. Mrs. Whelan made a motion to accept the report, seconded by Mr. Hosier, with all in favor.

Mrs. Whelan reviewed the financials and also reviewed questions she had asked of CREM. She also noted CREM's answers. The July payments totaling \$10,676.11 were reviewed. Mrs. Szalewicz made a motion to approve the financials and payments, seconded by Mr. Hosier, with all in favor.

Site Administrator Broderick gave the Board copies of information pertaining to Unit 8A and the former tenant of Unit 12D. The Town Website still has Maura Reilly listed as the Site Manager. This needs to be corrected.

Old Business:

- a. All items were covered in the Administrator's report. Copies of estimates from Cornwall Plumbing & Heating to replace all line sets in Units 10A, 10D, 12C and 14C were passed out.
- b. The on-going legal/financial updates were covered with the information submitted by Site Administrator Broderick.
- c. Mr. Manasse just received the revised CREM contract at 4:00PM today and has not had a chance to review it. The Board will have a special meeting once Mr. Manasse has had a chance to review the contract.

New Business:

Mr. Manasse reported that Tom Bourque of CHFA stated that they either had a meeting today or are having one tomorrow and they will be discussing the Board's request to suspend mortgage payments for the next three years, adding three years onto the backside of the loan so that there would be funds for the major repairs needed. Mrs. Szalewicz asked if the loan amount could be increased. Mr. Manasse will ask but he doesn't think CHFA has any money available. Mrs. Szalewicz mentioned another possible avenue of funding that she will pursue. This can be discussed at the special meeting that will be called on the CREM contract.

There are two items that Mrs. Szalewicz will contact Stan MacMillan, the Fire Marshal about: a Knox box and a propane tank in Unit 8A.

Part 2

Mrs. Szalewicz read the Administrator's Reported dated August 21, 2018 that was submitted by Site Administrator Broderick. Mrs. Moss will talk to Ms. Broderick about sending out a notice to all the tenants explaining the correct dumpsters to be used for each complex. A tenant has asked about having the exterior of the buildings power washed – there are no funds available for this and power washing actually can damage the siding. Mrs. Whelan made a motion to accept the report, seconded by Mr. Manasse, with all in favor.

Mrs. Whelan reviewed the financials and also reviewed questions she had asked of CREM. She also noted CREM's answers. The July payments totaling \$13,967.12 were reviewed. Mr. Manasse made a motion to approve the payments and the financials, seconded by Mrs. Szalewicz, with all in favor. If need be, the Reserve funds could be used to replace the heating systems.

The only communication concerns the CREM contract. Mrs. Szalewicz asked if the Board ever received a breakdown of the hourly rate of the Agents Employees, i.e. wage, other payroll costs included. This information may not be forthcoming as the employee is an employee of CREM not the SHA.

Old Business: David Berto is working on the Grant application.

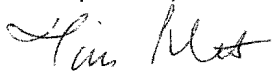
New Business: None

PART 3

The tenant in Unit 2A complained about Eversource and a response time after there was a power outage. Unfortunately, the SHA or the SREC have no control over Eversource and there is only one telephone number to contact them. The tenant in Unit 10D thanked the Board for having her kitchen floor replaced and offered that the installer recommended that the flooring only be cleaned with vinegar & water. The tenant in Unit 2A told the Board that there is a vine growing that needs to be removed. Mr. Hosier will look at it to see if he can remove it otherwise he will contact Upcountry Services. The same tenant also has ballast boxes that need replacing – she was reminded to fill out a Work Order.

With nothing further, Mr. Hosier made a motion to adjourn, seconded by Mrs. Whelan, with all in favor. The meeting was adjourned at 6:32.

Respectfully submitted,



Tina Pitcher, Recording Secretary

RECEIVED

2018 AUG 22 A 11: 34

SHARON TOWN CLERK

8:32 AM
08/09/18

Sharon Ridge
Check Detail
July 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2270	07/05/2018	CHFA		1112 - Cash-Webst...		-6,500.00
Bill	92073D	07/01/2018			2313 - Mortgage - S... 6390 - Other Office ...	-6,250.00 -250.00	6,250.00 250.00
TOTAL						-6,500.00	6,500.00
Bill Pmt -Check	2271	07/11/2018	CA Lindell		1112 - Cash-Webst...		-4.07
Bill	331249	06/30/2018			6541 - Materials an...	-4.07	4.07
TOTAL						-4.07	4.07
Bill Pmt -Check	2272	07/11/2018	Eversource		1112 - Cash-Webst...		-68.01
Bill	5109 ...	06/15/2018			6450 - Electricity	-68.01	68.01
TOTAL						-68.01	68.01
Bill Pmt -Check	2273	07/11/2018	Herrington's Hard...		1112 - Cash-Webst...		-97.12
Bill	69300	06/27/2018			6541 - Materials an...	-97.12	97.12
TOTAL						-97.12	97.12
Bill Pmt -Check	2274	07/11/2018	Joe Salamone		1112 - Cash-Webst...		-114.00
Bill	0080	06/22/2018			6542 - Repairs Cont...	-114.00	114.00
TOTAL						-114.00	114.00
Bill Pmt -Check	2275	07/11/2018	Welsh Sanitation ...		1112 - Cash-Webst...		-150.91
Bill	728903	06/30/2018			6525 - Refuse Rem...	-150.91	150.91
TOTAL						-150.91	150.91
Bill Pmt -Check	2276	07/18/2018	Connecticut Real ...		1112 - Cash-Webst...		-1,000.00
Bill	3/18 ...	03/31/2018			6320 - Management...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00

8:32 AM
08/09/18

Sharon Ridge
Check Detail
July 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2277	07/18/2018	Cornwall Plumbn...		1112 - Cash-Webst...		-1,022.00
Bill	1021...	05/11/2018			6542 - Repairs Cont...	-311.00	311.00
Bill	1021...	05/11/2018			6542 - Repairs Cont...	-311.00	311.00
Bill	1021...	05/11/2018			6542 - Repairs Cont...	-400.00	400.00
TOTAL						-1,022.00	1,022.00
Bill Pmt -Check	2278	07/18/2018	Cramer & Anderso...		1112 - Cash-Webst...		-159.00
Bill	124426	04/25/2018			6340 - Legal and Ot...	-159.00	609.00
TOTAL						-159.00	609.00
Bill Pmt -Check	2279	07/18/2018	Rich's Keys & Loc...		1112 - Cash-Webst...		-211.00
Bill	13855	05/31/2018			6542 - Repairs Cont...	-211.00	211.00
TOTAL						-211.00	211.00
Bill Pmt -Check	2280	07/18/2018	Upcountry Service...		1112 - Cash-Webst...		-1,000.00
Bill	53910	06/01/2018			6542 - Repairs Cont...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Check	2281	07/31/2018	Sharon Housing A...		1112 - Cash-Webst...		-350.00
					1114.1 - Security D...	-350.00	350.00
TOTAL						-350.00	350.00

5 10,676.11

8:38 AM
08/09/18

Sharon Ridge Expansion
Check Detail
July 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1004	07/31/2018	Paul J. Santoro, L...		Reserve Account ...		-4,995.00
Bill	18-23...	07/24/2018			Building	-4,995.00	4,995.00
TOTAL						-4,995.00	4,995.00
Bill Pmt -Check	1615	07/05/2018	Hydro Technologi...		Operating Account...		-55.00
Bill	H08123	05/14/2018			13 . 2 - Water	-55.00	55.00
TOTAL						-55.00	55.00
Bill Pmt -Check	1616	07/05/2018	Sharon Sewer and...		Operating Account...		-2,880.00
Bill	C8200	07/01/2018			14 . 2 - Sewer	-2,880.00	2,880.00
TOTAL						-2,880.00	2,880.00
Bill Pmt -Check	1617	07/05/2018	Tax Collector Tow...		Operating Account...		-2,829.38
Bill	2017-...	07/01/2018			34 . 2 - Real Estate ...	-2,829.38	2,829.38
TOTAL						-2,829.38	2,829.38
Bill Pmt -Check	1618	07/05/2018	Upcountry Service...		Operating Account...		-250.00
Bill	54046	06/25/2018			07 . 2 - Grounds	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	1619	07/05/2018	Water Systems Sp...		Operating Account...		-1,309.78
Bill	17084	06/29/2018			13 . 2 - Water	-1,309.78	1,309.78
TOTAL						-1,309.78	1,309.78
Bill Pmt -Check	1620	07/11/2018	Anthem Blue Cros...		Operating Account...		-213.73
Bill	8/18	07/10/2018			29 . 2 - Health Insur...	-213.73	213.73
TOTAL						-213.73	213.73
Bill Pmt -Check	1621	07/11/2018	Connecticut Real ...		Operating Account...		-330.00

8:38 AM
08/09/18

Sharon Ridge Expansion
Check Detail
July 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	8/18 ...	08/01/2018			19 . 2 · Site Manag...	-330.00	330.00
TOTAL						-330.00	330.00
Bill Pmt -Check	1622	07/11/2018	Frontier		Operating Account...		-54.25
Bill	860-3...	07/01/2018			25 . 2 · Phone & An...	-54.25	54.25
TOTAL						-54.25	54.25
Bill Pmt -Check	1623	07/11/2018	Welsh Sanitation ...		Operating Account...		-207.56
Bill	729564	06/30/2018			16 . 2 · Garbage	-207.56	207.56
TOTAL						-207.56	207.56
Check	1624	07/18/2018	Letto, Ana Maria - ...		Operating Account...		-62.42
Stmt Charge		03/29/2017	Letto, Ana Maria - 1...		11000 · Accounts R...	-0.21	-0.21
Stmt Charge		03/26/2018	Letto, Ana Maria - 1...		11000 · Accounts R...	-0.21	-0.21
Stmt Charge		07/01/2018	Letto, Ana Maria - 1...		11000 · Accounts R...	-62.00	-62.00
TOTAL						-62.42	-62.42
Bill Pmt -Check	1625	07/18/2018	Connecticut Real ...		Operating Account...		-780.00
Bill	6/18 ...	06/30/2018			20 . 2 · Managemen...	-780.00	780.00
TOTAL						-780.00	780.00

\$ 13,967.12