

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

A regular meeting of the SHA and SREC was held on September 17, 2019 at 5:00PM at the Town Hall. Present were Chairman Hosier, Vice Chairman Szalewicz, Treasurer Whelan, Asst. Treasurer Manasse and tenant representative/Secretary Moss. Also in attendance were Site Administrator Broderick, Miriam Jones, Nancy Green and tenant of 10A.

PART 1

Chairman Hosier called the meeting to order at 5PM. Miriam Jones was introduced to the Board. She will be replacing Ella Clark as the Town's Social Service Agent officially on October 1st. There will be a "farewell" gathering for Ella on September 26, 2019 from 4PM to 6PM here at the Town Hall.

Mrs. Szalewicz made a motion to approve the 8/20/19 minutes as written, seconded by Mrs. Whelan, with all in favor.

Ms. Broderick gave her Administrator's report. There was a short discussion if the dead tree on the driveway as you exit the property belongs to the Authority or the neighbor. A survey map was looked at. Ms. Broderick will follow-up with Sharon Lawn and Landscape.

Mrs. Whelan reviewed the financials as of August 31, 2019. The August payments totaling \$12,622.46 were reviewed. Mr. Manasse made a motion to approve the payments, seconded by Mrs. Szalewicz, with all in favor.

The communications from Eversource regarding the zero percent loan for 48 months for the heating system replacements was discussed. They have increased the amount to \$115,000 = \$5,750 per unit = \$1,854.16 per month, if completed or started this year. CREM would like all the bills cleared up before new debt is incurred. How important it is for the SHA to take advantage of this loan was discussed. Mr. Manasse will go back to CHFA about deferring mortgage payments for 4 years. Mrs. Szalewicz raised the question on refinancing the CHFA loan adding in the amount owed for the bills and an amount to add to the Reserves. Mr. Manasse will also ask CHFA about this and ask them for suggestions.

The situation with the water system and the Drinking Water Revolving Fund loan was discussed. Repayment of this loan would be under \$400 a month. Reserve Funds of the Expansion would be used towards this project. Eversource has given other options which were discussed briefly.

The Habitat board has a meeting tomorrow night and Mr. Whelan sees no problem with them taking the SHA on as a partner. If accepted, Mrs. Szalewicz will contact David Berto to see if he has time to continue working with us. The various grant applications and the timing of submissions were reviewed. Mrs. Szalewicz asked what is the priority of needed projects: 1) replacing the heating systems as they don't work as designed although the tenants do have electric heat as back-up; 2) repairing/replacing the components of the water system; 3) getting drainage installed around the buildings; 4) sidewalk repair for safety reasons; and 5) having funds available for apartment rehab for new tenants. The Housing Tax Credit Grant and the Grant from the Northwest Community Foundation were discussed. It was agreed to apply for replacing the well pump (estimated cost is \$4,300) through the Northwest Community Foundation application = Mrs. Szalewicz and Mrs. Whelan will work on this application as it is due 1/31/2020 and the decision is made by the end of March 2020. It was emphasized that taking advantage of the Eversource loan really needs to be worked out.

Mrs. Szalewicz has found a new contact for grant writing for a Small Cities Block Grant. This application is done through the Town. The company is Lisa Low & Associates. There are a number of towns who have used this company. All the costs for the application process and overseeing the expenditures, if approved, are built into the grant amount. Mrs. Szalewicz will contact David Berto to see if he could help with this process as well and perhaps invite him to a meeting.

PART 2

Ms. Broderick gave her Administrator's report. The deposit check for the a/c unit replacements will be coming shortly. The Fire Marshal's inspection report was reviewed. It is up to the Board to see that the recommendations are followed and once complete, the Fire Marshal is to be contacted so that he can schedule a re-inspection. Mrs. Szalewicz will follow-up with the Fire Marshal and then Ms. Broderick. A new deposit agreement form will need to be signed. This new agreement will allow CREM to sign checks for use of the Reserve Funds once the USDA has approved payment. Mrs. Szalewicz asked about the annual inspections that CREM is to be doing on each unit. Ms. Broderick will follow-up on this.

Mrs. Whelan reviewed the financials as of August 31, 2019. The August payments totaling \$9,729.60 were reviewed. Mr. Manasse made a motion to approve the payments, seconded by Mrs. Szalewicz, with all in favor.

There were no communications or old business.

Mrs. Szalewicz told the Board that she attended a Regional Housing meeting at which a new housing website was presented. The Town website housing information needs updating. She will submit this to the Town Clerk. There was a question as to if there could just be a link on the Town website to the new COG Regional Housing website and this would eliminate the need to keep updating the information on the Town website. Mrs. Szalewicz was authorized to follow through whatever needs to be done to get the accurate information out there.

The October meeting date needs to be changed. Based on room availability, it will be either the 8th or the 22nd. The Recording Secretary will let the Board know.

PART 3

The tenant of unit 10A was confused on the heating systems in the Ridge. It was supposed to be used in conjunction with the electric heat and save the tenants money = this did not happen. Personally, he feels that the water issues should be dealt with first.

Nancy Green attended this meeting just to see what the Board does.

With nothing further, Mr. Manasse made a motion to adjourn, seconded by Mrs. Szalewicz, with all in favor. The meeting was adjourned at 6:30.

Respectfully submitted,



Tina Pitcher, Recording Secretary

3

RECEIVED

2019 SEP 18 A 10:47

SHARON TOWN CLERK