STERLING HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

41 Sholan Terrace, Sterling, MA

January 21, 2026

Members Present:
Carolyn Heimberg, Chair
Robert Kneeland, Vice Chair
Laurel Barrett, Treasurer
Mike Forance, Member

Members Absent:
None

Also Present:
Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Suzanne Bonney, Director of Finance
Jessica Davies, Admissions Manager/SHA Manager
Patricia Ward, Sterling Select Board Member

1. **Meeting Called to Order**
   a. Chair Carolyn Heimberg asked for a roll call of members present. Carolyn Heimberg-present, Robert Kneeland-present, Laurel Barrett-present, and Mike Forance-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, Admissions Manager/SHA Manager Jessica Davies, and Sterling Select Board Member Patricia Ward. The Chair declared a quorum present and called the meeting to order at 5:30p.m.
   b. The revised minutes of August 20, 2025, were presented. After a discussion, Chair made a motion to approve the minutes; Vice Chair seconded the motion. Treasurer voted "yes" and Board Member Mike Forance "abstained".
   c. The Annual Plan minutes of the October 15, 2025 meeting were presented. Board Member Mike Forance expressed he believes the Meeting Minutes are not accurate and continue to be a "fabrication". There was a lengthy discussion regarding the Annual Plan. Board Member Mike Forance talked about #F, Window Replacement project, and asked about the funding. Assistant Executive Director explained the funding and process. Board Member Mike Forance asked about the "$180,000 grant" that Assistant Executive Director said the SHA would be receiving. Assistant Executive Director clarified that he never stated such during the Annual Plan meeting. Vice Chair asked about "widening the windows", as tenants had to buy new A/c units when their windows were installed. Assistant Executive Director stated the new windows are the exact same size as the old ones. It was asked that Assistant Executive Director follow up with Jim Turner to discuss the window size during the next phase of window installation. Board Member Mike Forance asked about #L "Rules & Policies". Assistant Executive Director stated he emailed Board Member Mike Forance the policies the day after that board meeting. Executive Director stated we would be presenting the Emergency Management Plan as a Resolution to the board. The website is in process of being updated. Chair made a motion to

approve the minutes as presented; Treasurer seconded the motion. Vice Chair voted "yes" and Board Member Mike Forance voted "no".

d. The revised minutes of October 15, 2025, were presented. Vice Chair asked about the short disclosure page of the financials. Fenton, Ewald, & Associates. Director of Finance Suzanne Bonney explained it is a summary of all the disclosures; Fenton, Ewald, & Associates PC Sue Honeycutt has explained this page to the board previously. Board Member Mike Forance and Vice Chair asked about reading the full disclosure documents. Fenton, Ewald, & Associates PC Sue Honeycutt can explain again when the Year End Financials & Budget is presented to the board. There was a discussion of the Ordinary Maintenance costs, State Formula costs, Contract cost, and Labor cost. Director of Finance Suzanne Bonney explained the Management Fee and how the Executive Director contract is separate. Maintenance Tom is the only SHA employee; all other staff are LHA employees. Chair made a motion to approve the minutes; Vice Chair seconded the motion. Treasurer voted "yes" and Board Member Mike Forance "abstained".

2. **Executive Director Report**
   a. Executive Director informed the board Weymouth Whitey will be sworn in next week as the Tenant Board Member. We have hired Joshua Morais as the Maintenance staff for Lunenburg and John Bucciaglia for West Boylston. There was a question about SHA Maintenance Tom having the 35 hours in SHA and that SHA is not paying for Tom to cover other sites. It was clarified that Tom completes 35 hours onsite; WBHA and HHA pay Tom when he has covered those sites.

3. **Financial Report**
   a. The financials of September, October, and November 2025 were reviewed. There was a discussion about Extraordinary Maintenance and vacancies. Vice Chair asked about budgeting $1,000-$3,0000 for board members to attend the Sea Crest this Fall. Director of Finance Suzanne Bonney explained the cost and budget guidelines when it comes to conferences. Vice Chair asked for appliances to be attached to the unit when replaced, so it shows up in the Non-Capitalized Equipment. Assistant Executive Director informed the board that an inventory list can be provided separately from the financial document Fenton, Ewald, & Associates PC provides. There was another question about having an "end of year cost/equipment" document. Director of Finance Suzanne Bonney stated Fenton, Ewald, & Associates PC is currently working on the Year End Financials; once completed, it will be presented to the board for approval. Chair made a motion to approve the September, October, and November 2025 financials as presented; Vice Chair seconded the motion. Treasurer voted "yes" and Board Member Mike Forance "abstained".

4. **Administration**
   a. **Modernization/Work Order Report** – Assistant Director

667-1 Entry Repairs Building H

The posts to the awning were cut to help the awning settle to level on a temporary basis. We received an estimate to dig up the stairs, replace the base, and install new concrete stairs in the amount of $15,000. We are looking to fund a new project to complete this work.

Work Order Report: There was a total of 26 and all have been completed. Out of these, 7 were Emergencies.

b. **State-Aided Housing Report** – Executive Director
We have 2,221 Elderly and 2,366 Young Disabled applicants on the waiting list. There were 0 lease-ups and 0 vacancies in December. We are at 100% occupancy (2 Empty unit – 2 Waiver = 0 Vacancy).

5. **Unfinished Business** – None

6. **New Business**
   a. Resolution 2026-1 Approval of MA State-Aided Property Insurance Program Motion made by Chair to approve the MA State-Aided Property Insurance Program; Vice Chair seconded the motion. Treasurer voted "yes" and Board Member Mike Forance "abstained".
   b. Resolution 2026-2 Approval of Updated Reasonable Accommodation Policy. Motion made by Vice Chair to approve the Updated Reasonable Accommodation Policy; Treasurer seconded the motion. Chair voted "yes" and Board Member Mike Forance "abstained".
   c. Resolution 2026-3 Approval of Capitalization and Disposition Policy. Motion made by Chair to approve the Updated Capitalization and Disposition Policy; Vice Chair seconded the motion. Treasurer voted "yes" and Board Member Mike Forance "abstained".
   d. Resolution 2026-4 Approval of Emergency Management Plan. After a discussion of the plan, it was agreed upon to table till the next meeting. Board Member Mike Forance asked for there to be a 1-page document with: Where to meet during an Emergency, who to contact and emergency numbers.

7. **Other Correspondence**
   a. EOHLC PHN 2025-14 Public Housing Innovations of 2026 Notice of Funding Availability
   b. EOHLC PHN 2025-15 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11/17/2025 to 11/17/2026

8. **Motion to Adjourn**
   There being no further business, Chair made a motion to adjourn the meeting at 6:50p.m. Treasurer seconded, Vice Chair was in favor, Board Member Mike Forance "abstained".