

Avon Housing Authority

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TOWN OF AVON

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TOWN CLERK

MINUTES REGULAR MONTHLY MEETING September 2, 2014 5:30 P.M.

The Avon Housing Authority held its regular monthly meeting on Tuesday, September 2, 2014 at 5:30 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 5:30 p.m.

Board Members Present:

M. Janet Jensen	Chairman
Judy Laniewski	Vice Chairman
John Sullivan	Clerk
Jo Holmes	Treasurer

Board Members Absent:

Sonya Mahoney	Assistant Treasurer
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Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Board members reviewed the Maintenance Report.

M/Sullivan, S/ Laniewski. Motion to approve the minutes of the regular meeting of July 15, 2014. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to accept the Executive Director's time sheets as presented through August 29, 2014. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to accept the 667 vouchers through September 2, 2014. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

6B	Vacant 9/2/14 – Moved out
17C	Vacant 9/2/14 - Moved in with Family

Update of the bathroom exhaust fan replacement and Hallway lighting project. Project has been put on hold awaiting approval of change orders.

Formula Funding Capital Improvement Plan (CIP), Workplan 5001 was approved.

Executive Director to attend a Centralized Waiting List meeting at DHCD in Boston on Wednesday, July 23, 2014 from 2:00 – 4:00 p.m.

Executive Director attended a SMEDA Board Meeting on Wednesday, July 30, 2014 in Plymouth.

DHCD 2014 Facility Condition and Accessibility Assessment to be done September 18, 2014.

Executive Director to attend a SMEDA meeting on September 19, 2014 in Raynham.

Executive Director to attend a SHADO meeting in Middleboro on September 23, 2014.

MassNAHRO Fall Conference to be held November 17-18, 2014 in Plymouth. Sherry Guilbault, Janet Jensen and Janet Jensen will be attending.

Next meeting scheduled for Tuesday, October 7, 2014.

M/Laniewski, S/Sullivan. Motion to accept the Executive Director's Report as presented. Unanimous vote, motion passed.

Old Business:

Veteran's Housing to be kept tabled until a future meeting.

New Business:

M/Laniewski, S/Sullivan. Motion to accept the Operating and Balance Statements for June and July 2014 as presented. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to approve Work Plan #018024 Change Order Number #1 as presented. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to approve Work Plan #018024 Change Order Number #2 as presented. Unanimous vote, motion passed.

Sherry Guilbault discussed that she has 100.75 hours vacation time to carry over effective 4/1/14. According to Sherry's contract she needs Board approval if carrying over more than 10 days' vacation (60 hours).

M/Laniewski, S/Sullivan. Motion to allow the Sherry Guilbault to carry over 100.75 hours of vacation time. Unanimous vote, motion passed.

Sherry discussed that she now has a total of 196.75 in vacation hours and would like to request being paid for some of them. The Board would like something in writing to be presented to them

requesting payment of vacation time. The Board would like to discuss adopting a policy regarding compensation time and vacation time.

Sherry discussed that she received a phone call from the Office of the Inspector General and they stated that they did not have a "Notice of Appointment of Chief Procurement Officer" on file for the Avon Housing Authority. Inspector General's office will need a Board vote as to the appointment of the Procurement officer. They also suggested that the Procurement officer should take the courses to become MCPPO certified.

M/Laniewski, S/Sullivan. Motion to appoint the Executive Director as the Chief Procurement officer of the Avon Housing Authority. Unanimous vote, motion passed.

The Board agreed to allow Sherry Guilbault to take the MCPPO training.

M/Laniewski, S/Sullivan. Motion to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as presented. Unanimous vote, motion passed.

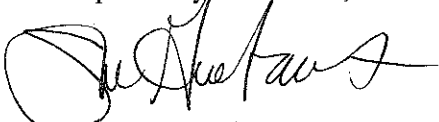
M/Laniewski, S/Sullivan. Motion to approve the Schedule of Positions and Compensation Form FYE 6/30/14 as presented. Unanimous vote, motion passed.

Policies will be discussed at a future meeting.

M/Laniewski, S/Sullivan. Motion to adjourn meeting at 6:40 p.m. Unanimous vote, motion passed.

Next Meeting is scheduled for Tuesday, October 7, 2014 at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", written over a horizontal line.

Sherry L. Guilbault
Secretary/Executive Director