

Avon Housing Authority

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TOWN OF AVON

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TOWN CLERK

MINUTES REGULAR MONTHLY MEETING October 7, 2014 5:00 P.M.

The Avon Housing Authority held its regular monthly meeting on Tuesday, October 7, 2014 at 5:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 5:00 p.m.

Board Members Present:

M. Janet Jensen	Chairman
Judy Laniewski	Vice Chairman
Sonya Mahoney	Assistant Treasurer
John Sullivan	Clerk

Board Members Absent:

Jo Holmes	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 September 2, 2014. Unanimous vote, motion passed.

M/Mahoney, S/Sullivan. Motion to accept the Executive Director's time sheets as presented through October 3, 2014. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to accept the 667 vouchers through October 7, 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 - Leased 9/8/14
17C	Vacant - 9/2/14 - Moved in with Family - Leased 9/23/14
10D	Vacant - 9/15/14 – Transfer – Leased 10/2/14

DHCD 2014 Facility Condition and Accessibility Assessment was completed on September 18, 2014. The Director noted that the Assessment indicated a life safety code in regards to there being no exit signs in the hallways of the buildings. Sherry met with the Town Building Inspector and he would be satisfied if we install exit signs that glow in the dark. The Board discussed the safety issue and agreed they would like to install hard wired illuminated exit signs on the first and second floor of each hallway for a total of 64 exit signs.

M/Sullivan, S/ Laniewski. Motion to approve the installation of hardwired illuminated exit signs in all of the hallways (64 in total). Unanimous vote, motion passed.

Executive Director attended a SMEDA meeting on September 19, 2014 in Raynham. Topic was: Review of the new legislation for housing authorities (H4374). Tom Connelly, Executive Director of MassNAHRO was the guest speaker.

Executive Director attended a SHADO meeting in Middleboro on September 23, 2014. Topic was: Moving forward with H4374.

Executive Director attended a Professional Development meeting in Franklin on October 3, 2014.

Executive Director to attend the first of 3 seminars of the MCPPO (Massachusetts Certified Public Purchasing Officials Program) on October 15 – 17, 2014 in Boston. Topic is: Public Contracting Overview.

DHCD Public Housing Notice 2014-16: 2015 Cyber Security and Computer Upgrade Initiative.

Tenant cookout/Halloween party will be held on October 29, 2014.

Executive Director met with DHCD on September 17, 2014 to discuss the stairway project.

Line painting and window washing will be done in the next month or so.

Next meeting scheduled for Monday, November 10, 2014 at 5:30p.m.

M/Laniewski, S/Mahoney. 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.

The Executive Director presented a letter to the Board requesting to be paid for 100.75 hours of vacation time.

M/Laniewski, S/Sullivan. Motion to approve the Executive Director to be paid for 100.75 hours of vacation time at her current hourly rate of pay. Unanimous vote, motion passed.

New Business:

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

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

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

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

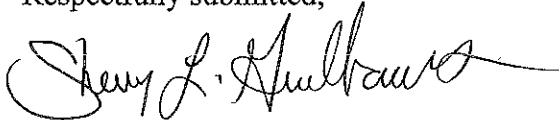
M/Laniewski, S/Sullivan. Motion to approve a half page advertisement in the MassNAHRO 2014 Fall Conference Program Book. Unanimous vote, motion passed.

Policies will be discussed at a future meeting.

M/Laniewski, S/Sullivan. Motion to adjourn meeting at 6:35 p.m. Unanimous vote, motion passed.

Next Meeting is scheduled for Monday, November 10, 2014 at 5:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherry L. Guilbault".

Sherry L. Guilbault
Secretary/Executive Director