

# *Avon Housing Authority*

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TOWN OF AVON

2015 APR -2 AM 9:46

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING January 7, 2015 5:00 P.M.

The Avon Housing Authority held its regular monthly meeting on Wednesday, January 07, 2015 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
John Sullivan	Clerk

### Board Members Absent:

Jo Holmes	Treasurer
Sonya Mahoney	Assistant Treasurer

### Others Present:

Sherry Guilbault	Executive Director
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### Guests/Tenants:

None

Board members reviewed the Maintenance Report.

**M/Laniewski, S/Sullivan.** Motion to approve the minutes of the regular meeting of December 4, 2014. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to accept the 667 vouchers through January 7, 2015. Unanimous vote, motion passed

**M/Laniewski, S/Sullivan.** Motion to accept the Executive Director's time sheets as presented through January 2, 2015. Unanimous vote, motion passed.

### Executive Directors Report:

Vacancy and lease activity since the last Board Meeting:

**13B** Vacant - 12/22/14 – Deceased

Executive Director attended the third and final seminar of 3 seminars of the MCPPO (Massachusetts Certified Public Purchasing Officials Program) on December 9 - 11, 2014 in Boston. Topic was: Supplies and Services Contracting Seminar.

Executive Director attended a SHADO meeting in Taunton on Friday, December 12, 2014. Topic was: Language Access Plan.

Executive Director attended a SMEDA meeting in Raynham on Friday, December 19, 2014. Topic was: Centralized Waiting List.

Tenant Holiday Party was held on December 22, 2014

MassNAHRO Insurance Group Dividends received \$663.35.

Executive Director was on vacation December 24, 2014 – January 4, 2015.

Executive Director to attend a SMEDA meeting on Friday, January 16, 2015 in Raynham. Topic is: Preparing for your audit. Mike Guyder of Hurley, O'Neill and Company, P.C. will be the guest speaker.

Executive Director to attend a SHADO meeting on Tuesday, January 20, 2015 in Hingham. Topic is: Language Access Plan.

Executive Director to attend a CPS Refresher class on Wednesday, January 28, 2015 in Brockton.

Annual re-certification letters will be going out to all tenants on January 30, 2015. Discussed the abundance of tenant copies that are requested and the Director will contact the outreach coordinator at the Council on Aging for possible tenant assistance.

Next meeting scheduled for Tuesday, February 3, 2015

**M/Sullivan, S/ Laniewski.** 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 November 2014 as presented. Unanimous vote, motion passed.

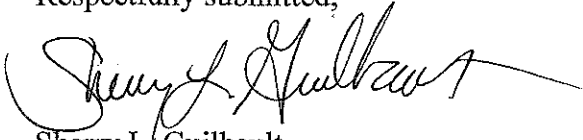
Policies will be discussed at length at the February 2015 meeting.

Janet Jensen stated that she received a letter regarding the Conflict of Interest Law. Sherry Guilbault will contact the Town Clerk.

**Next Meeting is scheduled for Tuesday, February 3, 2015 at 5:00 p.m.**

**M/Laniewski, S/Sullivan.** Motion to adjourn meeting at 5:56 p.m. Unanimous vote, motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", with a long horizontal flourish extending to the right.

Sherry L. Guilbault  
Secretary/Executive Director