

# *Avon Housing Authority*

One Fellowship Circle \* Avon, MA 02322  
(508) 588-1847 \* (508) 588-2098 FAX  
avonha@comcast.net

TOWN OF AVON  
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TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING January 20, 2016 5:00 P.M.

The Avon Housing Authority held a regular meeting on Wednesday, January 20, 2016 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:

Sonya Mahoney	Assistant Treasurer
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### Others Present:

Sherry Guilbault	Executive Director
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### Guests/Tenants:

None

Board members reviewed and discussed the maintenance report. Sherry Guilbault discussed that Derek Adams has been doing a great job with snow removal. The office has received several comments from the tenants in regards to the great job he has been doing.

**M/Laniewski, S/Sullivan.** Motion to approve the minutes of the regular meeting of November 19, 2015. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to approve the minutes of the regular meeting of December 23, 2015. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to accept the 667 vouchers through January 20, 2016. Unanimous vote, motion passed.

### Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

4C      Vacant – 11/2/15 – Transfer – Leasing 1/25/16

Work Plan #018027 VCT and Stair Tread Replacement update. Materials to be delivered next week and will be stored in the Community Room. The work will be started on Monday, February 1, 2016.

Board Vacancy Update: The Board would like Sherry Guilbault to email the selectmen and request to be put on the agenda to fill this vacancy.

2015 Annual Inspections were started in December 2015, but were not completed as expected due to the Director being out of the office unexpectedly. 34 units were inspected and the other 36 unit will be done in February/March of 2016. 39 work orders were created based on the inspections.

A Waiting List update was sent out to all applicants that applied through 12/31/15. The deadline to return their updates is February 15, 2016. As of today, there are currently 149 applicants on the waiting list.

Holiday Party for the tenants was held on January 8, 2015. The office has received several notes, phone calls and comments of how much they enjoyed the party and thanking us for it.

Agreed Upon Procedures Engagement with Guyder Hurley was signed and returned 12/31/15. The Director has not received a confirmation of the AUP Audit date as of yet.

Sherry Guilbault to attend a SHADO meeting on Tuesday, January 26, 2016 in Middleboro. Topic is: AUP Audits.

Sherry Guilbault attended a SMEDA meeting on Friday, January 15, 2016 in Raynham. Topic was: Procurement Made Easy. Dean Harris, DHCD's Construction Contract Specialist was the speaker.

Formula Funding Award Letter The Avon Housing Authority received a letter on December 2, 2015 from DHCD that the Avon Housing Authority has been awarded \$62,576.00 in Formula Funding for Fiscal Year 2018 (FY18).

The Director would like to purchase a new cell phone for the maintenance mechanic. She would like him to have a Smart Phone so that he will have access to the internet. The Board approves the purchase of a new cell phone, but would like to adopt a Cell Phone use policy for the Housing Authority. Sherry will look into such policy.

Sherry discussed that the Housing Authority's BJ's Membership expires this month. The Housing Authority has had a BJ's card for several years for the use of purchases for the Housing Authority. Sherry discussed the Housing Authority does not do that much business with BJ's anymore. The Board agreed to not continue the BJ's membership.

Sherry discussed the proposal that was previously received and discussed with the Board from Lan-Tel for Security Cameras. Sherry wanted to bring to their attention of what the proposal included. The Board agreed they would like for her to get proposals from other vendors to compare.

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

**M/Laniewski, S/Sullivan.** Motion to accept the Executive Director's time sheets through January 15, 2016 as presented. Unanimous vote, motion passed.

Old Business:

Sherry discussed the Operating and Balance Statements for October 2015 that was tabled at the last meeting with the Board. The Board has questioned account# 4120 Compensated Absences line had an overage. This overage was due to a payout of vacation to Edmund Boggs for retirement. Sherry stated in researching the Housing Authority's Personnel Policy, previous book tallies and checking with other housing authorities that she is confident that she had correctly calculated the payment. The difference in what was on the books and paid out is due to the financials accrued totals on the books that were based on the vacation totals as of June 30, 2015 and based on the Personnel Policy for the maintenance mechanic position, he was correctly granted one additional week of vacation with pay (a total of 6 weeks) at the completion of 20 continuous years of service. Therefore, the 6 weeks were granted to Mr. Boggs on July 1, 2015.

**M/Laniewski, S/Sullivan.** Motion to accept the Operating and Balance Statements for October 2015 as presented. Unanimous vote, motion passed.

The Board would like to discuss updating the Personnel Policy at a future meeting. Sherry will look into other Housing Authority's Personnel Policies.

**M/Laniewski, S/Sullivan.** Motion to accept Operating and Balance Statements for November 2015 as presented. Unanimous vote, motion passed.

Sherry will present to the Board several policies to adopt at the next Board Meeting.

**M/Sullivan S/Laniewski.** Motion to adjourn meeting at 6:54 p.m. Unanimous vote, motion passed.

**Next meeting to be held either February 3, 2016 or February 10, 2016.**

Respectfully submitted,



Sherry L. Guilbault  
Secretary/Executive Director