

Avon Housing Authority

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

MINUTES REGULAR MONTHLY MEETING February 17, 2016 5:00 P.M.

TOWN OF AVON
2016 MAR 14 PM 1:24
TOWN CLERK

The Avon Housing Authority held a regular meeting on Wednesday, February 17, 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:

Mary Troilo	Resident of Avon
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Board members reviewed and discussed the maintenance report. Sherry Guilbault discussed that Derek Adams has been doing a great job with snow removal. Sherry Guilbault read to the Board a card that she received signed by several residents commending Derek on his performance during snow removal.

M/Laniewski, S/Sullivan. Motion to approve the minutes of the regular meeting of January 20, 2016. Unanimous vote, motion passed.

Sherry Guilbault explained to the Board that due to a power outage this week she was unable to access the accounting software, and has no checks to present at this meeting. An IT technician will be out tomorrow to investigate.

M/Laniewski, S/Sullivan. Motion to table the 667 vouchers through February 17, 2016. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to accept the Executive Director's time sheets through February 12, 2016 as presented. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

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

Work Plan #018027 VCT and Stair Tread Replacement update: Construction to begin Tuesday, March 1, 2016.

Board Vacancy Update

Waiting list update through 12/31/15

Sherry Guilbault attended a SHADO meeting on Tuesday, January 26, 2016 in Middleboro.
Topic was: AUP Audits.

Parking Lot Line Striping/signs: The Board discussed having the parking lot striped in the spring and for the Director to look into purchasing signs to post in front of each parking spot.

2015 Annual Inspections are still being conducted.

Executive Director to attend a SMEDA meeting on Friday, February 19, 2016 in West Bridgewater. Topic is: Mediation Training

Tenant meeting to be held February 24, 2016

2016 MassNAHRO Annual Conference & Exhibition - May 22-25, 2016 at the Sea Crest Resort, North Falmouth, MA. Sherry Guilbault, Janet Jensen and Judy Laniewski will be attending.

Sherry discussed that Ed Boggs has helped with snow removal during winter storms, and discussed his pay rate with the Board. The Board agreed to an hourly wage of \$20.00 per hour for Edmund Boggs when he performs work for the Housing Authority.

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

Old Business:

None

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

M/Laniewski, S/Sullivan. Motion to accept Form 051 for December 2015 as presented.
Unanimous vote, motion passed.

Sherry Guilbault presented several policies to the Board for review.

M/Laniewski, S/Sullivan. Motion to adopt the Capitalization & Inventory Policy as presented.
Unanimous vote, motion passed.

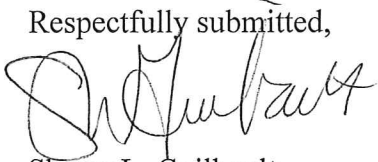
M/Sullivan, S/Laniewski. Motion to adopt the Disposition Policy as presented. Unanimous vote, motion passed.

Sherry will continue to amend several other policies as discussed by the Board and will present at future meetings.

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

Next meeting to be held March 2, 2016.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", with a stylized flourish at the end.

Sherry L. Guilbault
Secretary/Executive Director