

# Avon Housing Authority

One Fellowship Circle \* Avon, MA 02322

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TOWN OF AVON

2016 MAY 18 PM 1:00

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING March 16, 2016 5:00 P.M.

The Avon Housing Authority held a regular meeting on Wednesday, March 16, 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

The Board reviewed and discussed the maintenance report.

**M/Sullivan, S/Laniewski.** Motion to approve the minutes of the regular meeting of March 2, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to approve the 667 vouchers through March 16, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to accept the Executive Director's time sheets through March 11, 2016 as presented. Unanimous vote, motion passed.

### Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

21B     Vacant – 3/1/16 – Nursing Home – \*will be a medical transfer

Work Plan #018027 VCT and Stair Tread Replacement update.

Executive Director to attend a SMEDA meeting on Friday, March 18, 2016 in Raynham. Topic is: Social Media

Executive Director to attend a Group Insurance Coordinator Training on Monday, March 28<sup>th</sup> in Brockton.

Discussed an advertisement in the MassNAHRO 2016 Annual Conference & Exhibition Program Book.

**M/Jensen, S/Sullivan.** Motion to place a half page advertisement in the MassNAHRO 2016 Annual Conference & Exhibition Program Book. Unanimous vote, motion passed.

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

Old Business: None

**M/Sullivan, S/Laniewski.** Motion to accept the Operating and Balance Statements for February 2016 as presented. Unanimous vote, motion passed.

Discussed the Executive Director's contract. Sherry Guilbault will make corrections and present at the next Board Meeting.

Discussed the Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Division of Occupation Safety minimum wage rates effective April 1, 2016 through March 31, 2017.

**M/Jensen, S/ Sullivan.** Motion to accept The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Labor Standards minimum wage rate for the Maintenance Mechanic of \$26.00 effective April 1, 2016 through March 31, 2017. Unanimous vote, motion passed.

Sherry Guilbault presented several policies to the Board for review.

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

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

**M/Sullivan, S/Laniewski.** Motion to adopt the presented Employees' Travel/Training/Expense Reimbursement Policy with corrections. Unanimous vote, motion passed.

Sherry will continue work on updating the personnel policy and a smoking policy as discussed by the Board and will present at future meetings.

**M/Sullivan, S/Laniewski.** Motion to adjourn meeting at 6:19 p.m. Unanimous vote, motion passed.

**Next meeting to be held April 7, 2016.**

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director