

Avon Housing Authority

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TOWN OF AVON

MINUTES

REGULAR MONTHLY MEETING

April 8, 2016

5:00 P.M.

APR 10 10:03 AM

TOWN CLERK

The Avon Housing Authority held a regular meeting on Friday, April 8, 2016 at 1:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 1:00 p.m.

Board Members Present:

M. Janet Jensen

Judy Laniewski

John Sullivan

Chairman

Vice Chairman

Clerk

Board Members Absent:

Sonya Mahoney

Assistant Treasurer

Others Present:

Sherry Guilbault

Executive Director

Guests/Tenants:

None

The Board reviewed and discussed the maintenance report.

M/Sullivan, S/Laniewski. Motion to approve the minutes of the meeting of March 16, 2016. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to approve the 667 vouchers through April 8, 2016. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to accept the Executive Director's time sheets through April 1, 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 – Leased 3/21/16 (Transfer)

9D Vacant – 3/28/16 – Transfer – Will be leased next week.

Work Plan #018027 VCT and Stair Tread Replacement update.

Executive Director attended a SMEDA meeting on Friday, March 18, 2016 in Raynham. Topic was: AUP Audit discussion.

Executive Director attended a Group Insurance Coordinator Training on Monday, March 28th in Brockton.

AUP Audit was conducted on April 6, 2016. The auditors recommended a change that should be made to the Avon Housing Authority Employees Travel/Training/Expense Policy and the Capitalization & Inventory Policy.

M/Sullivan, S/Laniewski. Motion to approve the Employees Travel/Training/Expense Policy of the Avon Housing Authority as amended and presented. Unanimous vote, motion passed.

M/Laniewski, S/Sullivan. Motion to approve the Capitalization & Inventory Policy of the Avon Housing Authority as amended and presented. Unanimous vote, motion passed.

Executive Director to attend a Table Top Emergency Preparedness Training with the Town of Avon on Monday, March 28, 2016 in Randolph.

FYE2016 Budget was approved April 4, 2016.

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

Old Business: None

The Executive Director's contract expired in 2015. The Executive Director presented the Board with a new Contract effective April 14, 2016.

M/Laniewski, S/Sullivan. Motion to approve the Executive Director's Contract for a term of three (3) years commencing with the 14th day of April 2016 as presented. Unanimous vote, motion passed.

New Business:

Work Plan #018027 Change Order is not completed, therefore it was tabled.

Sherry Guilbault discussed that she currently has 114.75 hours of unused vacation time on the books and will receive another 100 hours as of April 14, 2016. Sherry Guilbault would like permission to carry over these hours 114.75 hours.

M/Sullivan, S/ Laniewski. Motion to allow Sherry Guilbault to carry over 96 hours of vacation time with the condition that she uses these 96 hours by April 13, 2017 or they will be forfeited. Unanimous vote, motion passed.

M/Sullivan, S/Laniewski. Motion to adjourn meeting at 1:56 p.m. Unanimous vote, motion passed.

Next meeting to be determined at a later date.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director