

# *Avon Housing Authority*

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TOWN OF AVON

2016 SEP -9 AM 10:40

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING May 20, 2016 1:00 P.M.

The Avon Housing Authority held a regular meeting on Friday, May 20, 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	Chairman
Judy Laniewski	Vice Chairman
Louis Minchello	Member

### Board Members Absent:

None

### Others Present:

Sherry Guilbault	Executive Director
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### Guests/Tenants:

John DeMarco	Tenant
Irene Demarco	Tenant

The Board welcomed the new Board Member Louis Minchello and guests John & Irene DeMarco.

The Board reviewed and discussed the maintenance report.

**M/Laniewski, S/Jensen.** Motion to approve the minutes of the meeting of April 8, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Minchello.** Motion to approve the 667 vouchers through May 20, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Minchello.** Motion to accept the Executive Director's time sheets through May 13, 2016 as presented. Unanimous vote, motion passed.

### Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

9D      Vacant – 3/28/16 – Transfer – Leased 4/25/16.

Sherry Guilbault, Janet Jensen and Judy Laniewski will be attending the MassNAHRO Annual Conference in Falmouth May 23 – May 25, 2016.

Executive Director to attend a SMEDA meeting on Friday, June 17, 2016 in Norton. Topic is: Social Media.

Executive Director to attend a SHADO meeting in Bourne on Tuesday, June 21, 2016. Topic is: Progressive Discipline.

Executive Director discussed that staff from the Arlington Housing Authority was out to assess the property for security cameras and will hopefully be installing them toward the end of the summer.

Next Board Meeting is scheduled for Tuesday, June 7, 2016. The Executive Director may have to change the date and will inform the Board in June.

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

Old Business: None

New Business:

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

Sherry presented and discussed the Work Plan #018027 Change Order as submitted.

**M/Laniewski, S/Minchello.** Motion to approve Change Order #1 for Project# 018027 in the amount of \$18,334.80. Unanimous vote, motion passed.

**M/Laniewski, S/Minchello.** Motion to approve the Wage Match Guidelines according to DHCD Public Housing Notice 2016-09. Unanimous vote, motion passed.

Sherry presented and discussed the Report of Tenants Accounts Receivable for the Avon Housing Authority Quarter ending March 31, 2016.

**M/Laniewski, S/Minchello.** Motion to accept the Report of Tenants Accounts Receivable for the Avon Housing Authority as presented. Unanimous vote, motion passed.

**M/Laniewski, S/Minchello.** Motion to adjourn meeting at 1:40 p.m. Unanimous vote, motion passed.

**Next meeting to be determined at a later date.**

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director