

# *Avon Housing Authority*

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## MINUTES REGULAR MONTHLY MEETING July 7, 2016 5:00 P.M.

TOWN OF AVON  
2016 SEP - 9 AM 10:40  
TOWN CLERK

The Avon Housing Authority held a regular meeting on Thursday, July 7, 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
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 reviewed and discussed the maintenance report. Sherry mentioned that Derek has been cleaning out of the garage and there are several old lawn mowers and snow blowers that have not worked since before she became the Director in 2008. The Board agreed to dispose of any machinery that is old and not working.

**M/Laniewski, S/Minchello.** Motion to approve the minutes of the meeting of May 20, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Minchello.** Motion to approve the 667 vouchers through July 7, 2016. Unanimous vote, motion passed.

Approval of Executive Director's time sheets was tabled until the next meeting.

### Executive Director's Report:

### Vacancy and lease activity since the last Board Meeting:

7B	Vacant – 6/9/16 – moved out – Leased 6/30/16
11D	Vacant - 7/18/16 –Administrative Transfer – ceiling issues

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

Executive Director attended a SMEDA meeting on Friday, June 17, 2016 in Norton. Topic was: Social Media.

Sherry Guilbault will be on vacation July 11-18, 2016.

Executive Director to attend a SMEDA Board Meeting on Wednesday, July 20, 2016 in Plymouth.

Executive Director to attend a MassNAHRO SHATF Meeting on Wednesday, July 27, 2016 at the Canton Housing Authority.

The Housing Authority has received notice that there are 2 interested parties that would like to apply for the 2 vacant seats on the board. Irene DeMarco and Kevin Edwards are the 2 interested parties. Sherry Guilbault sent a letter to the Board of Selectmen on June 24, 2016. The Board of Selectmen said their Agenda for July 7<sup>th</sup> was booked and their next meetings are July 21 and August 18<sup>th</sup>. Sherry will reach out to the Board and request that we be put on the August 18<sup>th</sup> Agenda.

Sherry Guilbault presented the Board with a memo from DHCD regarding a “Voluntary” Board Training that they have developed in conjunction with the Ethics Commission and the Offices of the Inspector General and Attorney General. It will be held on Wednesday, August 3, 2016 and the deadline to RSVP is July 8, 2016. The Board will get back to Sherry by July 8<sup>th</sup> if they will be attending.

Next Board Meeting is scheduled for August 2, 2016, but the Board may have to hold a Special Meeting beforehand if paperwork for Work Plan# 018027 is received that needs to be voted on.

**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 April and May 2016 as presented. Unanimous vote, motion passed.

Sherry Guilbault is awaiting on paperwork to be voted on for Work Plan #018027 in which she has not received as of yet. The Board may have to hold a special meeting if this paperwork is received before the next scheduled Board Meeting.

Sherry Guilbault will present the Lead Paint Certification at the next meeting.

**M/Laniewski, S/Minchello.** Motion to approve the FY2017 Capital Improvement Plan. Unanimous vote, motion passed.

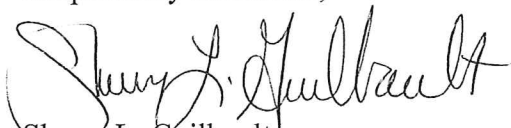
Sherry Guilbault discussed a proposed Management Agreement between the Holbrook Housing Authority and the Avon Housing Authority. In May, Sherry Guilbault notified Janet Jensen that she had been offered and had accepted the position as the Executive Director of the Holbrook Housing Authority effective June 27, 2016. The Holbrook Housing Authority is in the process

of developing a Management Agreement to be presented to the Avon Housing Authority at the next Board Meeting. Sherry Guilbault will remain the interim Executive Director of the Avon Housing Authority until the Management Agreement is presented.

**M/Laniewski, S/Minchello.** Motion to adjourn meeting at 6:05 p.m. Unanimous vote, motion passed.

**Next Board Meeting is scheduled for August 2, 2016.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault". The signature is written in a cursive, flowing style with a large initial "S".

Sherry L. Guilbault

Secretary/Interim Executive Director