

Avon Housing Authority

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MINUTES REGULAR MONTHLY MEETING

TOWN CLERK

August 2, 2016

5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, August 2, 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

Guests/Tenants:

None

The Board reviewed and discussed the maintenance report.

M/Laniewski, S/Minchello. Motion to approve the minutes of the meeting of July 7, 2016. Unanimous vote, motion passed.

M/Laniewski, S/Minchello. Motion to approve the 667 vouchers through August 2, 2016. Unanimous vote, motion passed.

M/Laniewski, S/Minchello. Motion to approve the Executive Director's time sheets through July 29, 2016. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

11D Vacant - 7/18/16 –Administrative Transfer – ceiling issues
(last month's report showed this unit as 9D in error)

Sherry Guilbault attended a SMEDA Board Meeting on Wednesday, July 20, 2016 in Plymouth.

Sherry Guilbault attended a MassNAHRO SHATF Board Meeting on Wednesday, July 27, 2016 at the Canton Housing Authority.

Sherry Guilbault to attend a MassNAHRO Professional Development Meeting on Friday, August 5, 2016 in Quincy.

M/Laniewski, S/Minchello. Motion to approve the Lead Paint Certification as presented. Unanimous vote, motion passed.

Sherry Guilbault presented a packet received from DHCD regarding the Avon Executive Director Vacancy to Chairman Janet Jensen.

Sherry Guilbault discussed the Board Vacancies and will request to be put on the Selectmen's August 18, 2016 Agenda.

Sherry Guilbault discussed the motion that was made by the Board on March 2, 2016 in regards to the Avon Housing Authority's TD Bank Account. The motion made was to close out the Avon Housing Authority's TD Bank Account and to deposit the funds into the Avon Housing Authority's checking account at the Avon Co-Operative Bank. In discussing this move with our accountant Richard Shaw, Sherry was reminded that the money in the TD Bank Account initiated from the Section 8 Program, therefore it cannot be deposited into the Avon Co-operative account as that is state funds.

M/Laniewski, S/Minchello. Motion to rescind the motion that was made at the March 2, 2016 meeting in regards to closing the TD Bank Account. Unanimous vote, motion passed.

The Board requested that Sherry Guilbault look into opening a separate checking account at Avon Co-Operative Bank to transfer these funds to.

The Housing Authority will be hosting a tenant cookout on August 26, 2016 at 12:00 pm.

Next Board Meeting is scheduled for Tuesday, September 6, 2016.

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 Management Agreement between Holbrook Housing Authority and Avon Housing Authority effective August 8, 2016. Unanimous vote, motion passed.

The Board will discuss a Management Work Plan as required by DHCD at the next Board Meeting.

The Operating and Balance Statements for June 2016 were tabled as they are not completed as of yet.

M/Laniewski, S/Minchello. Motion to approve the Work Plan# 018027 Certificate of Substantial Completion. Unanimous vote, motion passed.

Chairman Janet Jensen stated the Board would like a No Smoking Policy to be completed for the next meeting and for the draft to be sent to each Board Member before the next meeting.

M/Laniewski, S/Minchello. Motion to adjourn meeting at 6:07 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for September 6, 2016.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault". The signature is fluid and cursive, with the first name "Sherry" being more prominent.

Sherry L. Guilbault
Secretary/Interim Executive Director