

Avon Housing Authority

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TOWN OF AVON

2015 JUN - 1 PM 3: 26

TOWN CLERK

**MINUTES
REGULAR MONTHLY MEETING
REVISED
March 3, 2015
5:00 P.M.**

The Avon Housing Authority held its regular monthly meeting on Tuesday, March 3, 2015 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
Sonya Mahoney	Assistant Treasurer

Board Members Absent:

Jo Holmes	Treasurer
John Sullivan	Clerk

Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Board members reviewed the Maintenance Report.

M/Laniewski, S/Jensen. Motion to approve the minutes of the regular meeting of January 7, 2015. Unanimous vote, motion passed.

M/Mahoney, S/Laniewski. Motion to accept the Executive Director's time sheets as presented through February 20, 2015. Unanimous vote, motion passed.

M/Mahoney, S/Laniewski. Motion to accept the 667 vouchers through March 3, 2015. Unanimous vote, motion passed

Executive Directors Report:

Vacancy and lease activity since the last Board Meeting:

13B Vacant - 12/22/14 – Deceased - **Leased 1/15/15**

Executive Director attended a SMEDA meeting in Raynham on Friday, January 16, 2015. Topic was: Preparing for your Audit. Mike Guyder of Hurley, O'Neill and Company, P.C. was the guest speaker.

Executive Director was to attend a CPS Refresher class on Wednesday, January 28, 2015 in Brockton. This class was cancelled due to a snowstorm and will be rescheduled for a later date.

Annual re-certification letters went out to all tenants on January 30, 2015, Paperwork is due back by March 1, 2015.

Discussed Work Plan #018027. The Director shared that the initial project estimate is coming in double the projected price. The Director discussed the options of completing this in phases, or doing certain portions of the hallways, not replacing the first floor landings which are not original, or looking into moving funding so that the entire project including all landings in the front and back hallways and all closets in the front and back hallways would be completed in this project. The Director will look into moving funds from future projects and using the Housing Authority Reserves to complete the project.

The Executive Director discussed that Payroll is processed bi-weekly and requested that the payroll be processed weekly. The Board agreed to allow payroll to be processed weekly at an added fee of approximately \$50.00 per month.

The Executive Director discussed that the laundry in the past was conducted by Board Member Jo Holmes and office staff, however due to her illness, it has been conducted by the Executive Director and Sandie Luddy-Ross. The Board agreed this process was acceptable.

The Executive Director informed the Board that she is employed part time by the Taunton Housing Authority at the Stoughton Housing Authority.

The FY15 Budget has been approved. Retroactive checks for administrative salaries will be processed this week.

Spring Conference to be held May 18 -20, 2015. Sherry Guilbault, Janet Jensen and Judy Laniewski will be attending.

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

Old Business:

Veteran's Housing to be kept tabled until a future meeting.

New Business:

M/Mahoney, S/Laniewski. Motion to accept the Operating and Balance Statements for December 2014 as presented. Unanimous vote, motion passed.

Operating and Balance Statements for January 2015 tabled until next meeting.

Policies tabled until a future meeting.

M/Mahoney, S/ Laniewski. Motion to adjourn meeting at 5:38 p.m. Unanimous vote, motion passed.

Next Meeting is scheduled for Tuesday, April 7, 2015 at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", with a stylized flourish at the end.

Sherry L. Guilbault
Secretary/Executive Director