

Avon Housing Authority

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TOWN OF AVON
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TOWN CLERK

MINUTES REGULAR MONTHLY MEETING October 18, 2016 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, October 18, 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
Irene DeMarco	Member
Kevin Edwards	Member

Board Members Absent:

None

Others Present:

Sherry Guilbault	Executive Director
Richard Shaw	Milne, Shaw & Robillard

Guests/Tenants:

Joe DeMarco	Tenant
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Chairman Jensen welcomed Mr. Shaw. Richard Shaw presented and read the FYE 2017 Budget for the Avon Housing Authority.

The Board reviewed and discussed the maintenance report.

M/Laniewski, S/DeMarco. Motion to approve the minutes of the meeting of September 20, 2016. Unanimous vote. Motion passed.

M/Laniewski, S/Edwards. Motion to approve the 667 vouchers through October 18, 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 – Offered 10/13/16
18A	Vacant – 8/31/16 – Deceased- Lease signed 10/6/16 (transfer)
21D	Vacant – 10/1/16 – Moved in with family –
18D	Vacant – 10/11/16 - Transfer

Executive Director to attend a SMEDA meeting on Friday, October 21, 2016 in Raynham. Topic is RCAT TEAM Meet & Greet.

Sherry Guilbault discussed RCAT Advisory Board Elections and Nominees.

M/Jensen, S/Laniewski. Motion to vote for the following 9 nominees for the RCAT Southeast Region RCAT Advisory Board: Krisanne Sheedy, Michael Collins, Adam Brothers, Nanette Perkins, Michael Young, Mark Teehan, Melissa Phillips, George Callahan and Rick Leco. Unanimous vote, motion passed.

DHCD is requiring all Board Members to provide their email addresses so they can contact them regarding Mandatory Board Training. Sherry Guilbault set up an email account of Louis Minchello through YAHOO.

Sherry Guilbault may be on vacation the week of October 24, 2016

Sherry Guilbault, Janet Jensen and Judy Laniewski to attend the MassNAHRO Fall Conference, November 13-15, 2016.

MassNAHRO Fall Conference Program Book Advertisement

M/Edwards, S/Laniewski. Motion to split a full page advertisement with Holbrook Housing Authority in the MassNAHRO Fall Conference Program Book. Unanimous vote, motion passed.

Executive Director attended a SHADO meeting on Tuesday, September 27, 2016 in West Bridgewater.

Executive Director attended a MassNAHRO Professional Development meeting in Franklin on Friday, September 30, 2016.

Sherry Guilbault asked the Board if the Housing Authority could be closed the day after Thanksgiving on Friday, November 25, 2016.

M/Laniewski, S/DeMarco. Motion to allow the Housing Authority to be closed and employees to be compensated on Friday, November 25, 2016. Unanimous vote, motion passed.

Next Board Meeting is scheduled for Tuesday, November 1, 2016

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

New Business:

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

M/Jensen, S/Laniewski. M. Janet Jensen moved that the proposed Operating Budget for State-Aided Housing of the Avon Housing Authority Program 400-1 for fiscal year ending 6/30/2017 showing a total revenue of \$376,336.00 and total expenses of \$400,936.00 thereby requesting a subsidy of \$35,836.00 be submitted to the Department of Housing and Community Development

for its review and approval. Judith Laniewski seconded the motion which upon roll-call, was passed by a vote of 5 to 0. Motion passed.

Sherry discussed that the contract for accounting services with Milne, Shaw & Robillard expired on 6/30/16 and presented a proposed new contract with Milne, Shaw & Robillard effective 7/1/16 through 6/30/18.

M/Edwards, S/DeMarco. Motion to renew the contract as presented with Milne, Shaw & Robillard effective July 1, 2016 through June 30, 2018. Unanimous vote, motion passed.

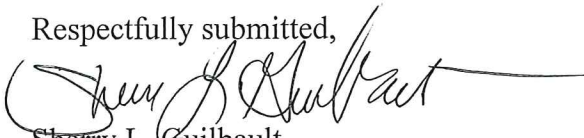
M/DeMarco, S/Laniewski. Motion to accept the presented Management Agreement Work Plan with for Holbrook Housing Authority. Unanimous vote, motion passed.

Work Plan #018027 was tabled to a future meeting.

M/Edwards, S/Minchello. Motion to adjourn meeting at 6:31 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for November 1, 2016.

Respectfully submitted,



Sherry L. Guilbault
Secretary/Executive Director