

Avon Housing Authority

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TOWN OF AVON

2018 APR 26 P 2:40

TOWN CLERK

MINUTES REGULAR MONTHLY MEETING March 15, 2018 3:00 P.M.

The Avon Housing Authority held a regular meeting on Thursday, March 15, 2018 at 3:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 3:00 p.m.

Board Members Present:

M. Janet Jensen	Chairman
Judy Laniewski	Vice Chairman
Kevin Edwards	Member
Louis Minchello	Member

Board Members Absent:

None

Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Sherry Guilbault presented and read the maintenance report.

M/Laniewski, S/Edwards. Motion to approve the Minutes of the Regular Meeting of February 6, 2018. Unanimous vote, motion passed.

M/Edwards, S/Laniewski. Motion to approve the 667 vouchers through March 15, 2018. Kevin Edwards abstained.

Executive Director's Report:

Vacancy and lease activity since the February 6, 2018 Board Meeting:

11B	Vacant – 12/12/17 – Transfer – Leased 2/9/18
8C	Vacant – 3/1/18- Nursing Home -

Resident Board Member Training in Franklin, January 20th & February 3rd. Louis Minchello attended 1/20/18 but was unable to attend 2/3/18. He will bring the handbook he received to the next meeting.

Guyder, Hurley conducted the Avon Housing Authority's AUP Audit on February 8, 2018. The Avon Housing Authority had no findings. Sherry Guilbault will present a copy of the audit to the Board at the April 2018 meeting.

Sherry Guilbault attended a SMEDA Meeting on February 21, 2018, in Raynham.
Topic was: Employee Evaluations and Discipline. Attorney Pat Grace was the guest speaker.

Sherry Guilbault attended a SHADO Meeting on February 27, 2018 in West Bridgewater.
Topic was: Housing Authority Software.

MassNAHRO Annual Conference May 21 – 23, 2018. Sherry Guilbault, Janet Jensen and Judy Laniewski will be attending.

Sherry Guilbault discussed the MassNAHRO Annual Conference Advertisement. Last year Avon Housing Authority split the cost of a full page advertisement with Holbrook Housing Authority.

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

Sherry Guilbault presented The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Division of Occupational Safety minimum rates effective April 1, 2018 through March 31, 2019.

M/Laniewski, S/Edwards. Motion to approve The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Division of Occupational Safety minimum rates effective April 1, 2018 through March 31, 2019.

Sherry Guilbault will be attending a SMEDA meeting on March 21, 2018 in Raynham. The topic is Elder Services – services that can assist our elderly tenants in being able to age in place. Guest speaker will be Emily Cooper, Chief Housing Officer of Executive Office of Elder Affairs.

On March 22, 2018, Jerry Peterson from RCAT (Regional Capital Assistance Team) will be on site to perform a site assessment.

Kevin Edwards discussed the tree that is down in the woods by the guardrail on Fellowship Circle. Sherry Guilbault mentioned they will be hiring someone to cut some trees near the maintenance garage before they start the roofing project, so Sherry will include the tree near the guardrail when soliciting prices.

Sherry Guilbault will be attending a MassNAHRO Professional Development meeting on March 26, 2018 in Franklin, MA.

Next Board Meeting to be held on Tuesday, April 3, 2018.

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

New Business:

Sherry Guilbault presented Amendment #6 to CFA 5001 in the amount of \$121,538.55 received from DHCD.

M/Laniewski, S/Edwards. Motion to accept the Amendment #6 to CFA 5001 as presented. 4 Ayes, 0 Nays. Motion passed.

Sherry Guilbault presented and read a letter from Jerry Peterson, Project Manager of the Southeast Regional Capital Assistance Team in regards to the Roof Replacement Building 2 (maintenance garage) FISH# 018029 This is a letter of recommendation that the Avon Housing Authority Board of Directors accept the quote in the amount of \$16,900.00 to the lowest eligible and responsible bidder Excel Building Systems of 8 Jan Sebastian Drive, Suite 9, Sandwich, MA 02563.

M/Edwards S/Laniewski. Motion to accept the quote and enter into contract with Excel Building Systems of 8 San Sebastian Drive, Suite 9, Sandwich, MA 02563 for the Roof Replacement Building 2 Project with FISH# 018029. 3 Ayes, 0 Nays. Motion passed.

Sherry Guilbault presented and discussed DHCD's Wage Match Public Housing Notice 2018-5.

M/Minchello S/Laniewski. Motion that the Board of Directors have read the Wage Match PHN2018-5 and will adhere to the confidentiality and controls of information from DOR wages of tenants. Unanimous vote, motion passed.

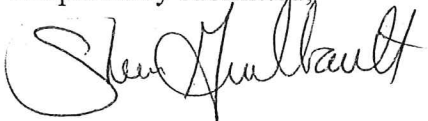
M/Minchello, S/Laniewski. Motion to accept the Operating and Balance Statements for January 2018. Unanimous vote, motion passed.

Judy Laniewski presented a letter dated March 15, 2018 informing the Housing Authority Board of Commissioners that she will be resigning her position as the State Appointee to the Avon Housing Authority effective April 10, 2018.

M/Edwards, S/Minchello. Motion to adjourn meeting at 4:06 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for Tuesday, April 3, 2018.

Respectfully submitted,



Sherry L. Guilbault
Secretary/Executive Director