

Avon Housing Authority

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TOWN OF AVON

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TOWN CLERK

MINUTES REGULAR MONTHLY MEETING June 3, 2015 5:00 P.M.

The Avon Housing Authority held its regular monthly meeting on Wednesday, June 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
John Sullivan	Clerk

Board Members Absent:

Jo Holmes	Treasurer
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Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Board members reviewed the Maintenance Report.

M/Laniewski, S/Sullivan. Motion to approve the minutes of the regular meeting of May 6, 2015. Unanimous vote, motion passed.

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

M/Mahoney, S/Laniewski. Motion to accept the Executive Director's time sheets as presented through May 29, 2015. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

8A	Vacant - 4/1/15 – Deceased - Leased 5/15/15
11A	Vacant – 5/7/15 – Deceased
3C	Vacant – 5/26/15 – Transfer

Annual re-certifications are complete, new rents will be effective June 1, 2015.

Executive Director's Contract expired April 14, 2015. A copy of this contract was distributed to the Board to discuss at next month's meeting.

Executive Director, Janet Jensen and Judy Laniewski attended the MassNAHRO Conference May 17-20, 2015.

Update of Work Plan #018027 VCT and Stair Tread Replacement

Discussed Work Plan# 5001 Amendment #4, Project No. 018027Stairwell Upgrade Project.

M/Laniewski, S/Sullivan. Motion to approve Capital Improvement Work Plan 5001 Amendment #4 as presented. Unanimous vote, motion passed.

Sherry Guilbault to attend a SMEDA meeting on Friday, June 19, 2015 in Raynham. Topic is: How to set your maintenance staff pay rates and how maintenance job descriptions and Labor Rates are related. Jean Zeiler, Acting Director/General Counsel from the Department of Labor Standards is the guest speaker.

Discussed an outstanding balance of an evicted tenant in the amount of \$116.95.

M/Laniewski, S/Sullivan. Motion to remove an outstanding balance in the amount of \$116.95 from accounts receivables. Unanimous vote, motion passed.

M/Sullivan, 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:

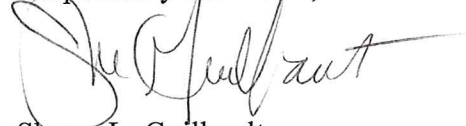
M/Laniewski, S/Sullivan. Motion to accept the Operating and Balance Statements for March and April 2015 as presented. Unanimous vote, motion passed.

The Board agreed to hold a Special Meeting on June 24, 2015 at 5:00 pm to discuss policies.

M/Laniewski, S/Sullivan. Motion to adjourn meeting at 6:41 p.m. Unanimous vote, motion passed.

Next Regular Meeting is scheduled for Wednesday, July 8, 2015 at 5:00 p.m.

Respectfully submitted,



Sherry L. Guilbault
Secretary/Executive Director