

# *Avon Housing Authority*

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TOWN OF AVON

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TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING July 7, 2015 5:00 P.M.

The Avon Housing Authority held its regular monthly meeting on Tuesday, July 7, 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
John Sullivan	Clerk

### Board Members Absent:

Jo Holmes	Treasurer
Sonya Mahoney	Assistant Treasurer

### 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 June 3, 2015. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to accept the 667 vouchers through July 7, 2015. Unanimous vote, motion passed

**M/Laniewski, S/Sullivan.** Motion to accept the Executive Director's time sheets as presented through July 3, 2015. Unanimous vote, motion passed.

Vacancy and lease activity since the last Board Meeting:

<b>11A</b>	Vacant – 5/7/15 – Deceased – Leased 6/22/15
<b>3C</b>	Vacant – 5/26/15 – Transfer – Leased 7/7/15

Executive Director's Contract expired April 14, 2015. New Salary Schedule is out and will be discussed at next month's meeting.

## Update of the Work Plan# 018027 VCT and Stair Tread Replacement

Sherry Guilbault attended a SMEDA meeting on Friday, June 19, 2015 in Raynham. Topic was: 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 was the guest speaker.

Discussed Edmund Boggs retiring in September 2015. Board agreed to hire a consultant to conduct the job search for a new maintenance mechanic.

Discussed the Annual 5 year Capital Improvement Plan/Formula Funding.

**M/Laniewski, S/Sullivan.** Motion to accept the Annual 5 year Capital Improvement Plan/Formula Funding Plan as presented and discussed. Upon roll call there were 3 Ayes and 0 Nays. Unanimous vote, motion passed.

Discussed the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

**M/Laniewski, S/Sullivan.** Motion to approve the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as presented. Unanimous vote, motion passed.

Next meeting August 11, 2015.

Executive Director will be on vacation next week July 13-17, 2015. Sandie will be in to cover most of the office hours.

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

Sherry Guilbault read a letter to the Board from a tenant in regards to the need for a No Smoking Policy. The Board would like Sherry to have a No Smoking Policy to present at the next Board Meeting.

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

**Next Regular Meeting is scheduled for Tuesday, August 11, 2015 at 5:00 p.m.**

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director