

Avon Housing Authority

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TOWN OF AVON

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TOWN CLERK

MINUTES SPECIAL MEETING SEPTEMBER 17, 2015 5:00 P.M.

The Avon Housing Authority held a special meeting on Thursday, September 17, 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 5:06 p.m.

Board Members Present:

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|-----------------|---------------|
| 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 |
| Richard E. Shaw, CPA - Milne, Shaw & Robillard, P.C. Certified Public Accountants | |

Guests/Tenants:

None

Board agreed to start the meeting with the first item under new business.

Richard Shaw distributed the FY2016 proposed budget and discussed it with the Board.

M/Laniewski, S/ Sullivan. Move that the proposed Operating budget for State-Aided Elderly Housing of the Avon Housing Authority, Program Number 400-1 for Fiscal Year Ending 6/30/16 showing a Total Revenue of \$358,375.00 and Total Expenses of \$404,200.00, there by requesting a subsidy of \$3,600.00 be submitted to the Department of Housing and Community Development for its review and approval. Upon roll-call, there were 3 Ayes, 0 Nays. Motion passed.

Sherry Guilbault presented and discussed the Schedule of Positions and Compensation Form FYE 6/30/15.

M/Laniewski, S/ Sullivan. Motion to accept the Schedule of Positions and Compensation Form FYE 6/30/15 as presented. Unanimous vote, motion passed.

Board members reviewed the Maintenance Report.

Sherry Guilbault discussed her Executive Director's Report.

Vacancy and lease activity since the last Board Meeting:

12 Vacant – 7/17/15 – Family – Leased 9/1/15

3B Vacant – 8/5/15 – Deceased –

13B Vacant – 9/1/15 - Deceased

Work Plan #018027 VCT and Stair Tread Replacement

Sherry Guilbault to attend a SMEDA meeting on Friday, September 18, 2015 in Raynham. Topic is: Deferred Compensation. Eileen Neubert, Retirement Counselor, for the Mass SMART Plan will be the guest speaker.

Sherry Guilbault will be attending a Federal Rent Calculation training in Dedham on Tuesday, September 22nd and Wednesday, September 23, 2015.

Meet and Greet with new Administrative Assistant and the tenants will be held on Monday, September 21, 2015 at 1:00 pm.

Board Vacancy. The Board discussed that it was brought to their attention that Treasurer, Jo Holmes is no longer a resident of Avon, therefore they would like the Director to notify the Board of Selectmen the possibility of a vacancy on the Board. Sherry Guilbault will send a letter to the Board of Selectmen.

Executive Director Disclosure. The Executive Director discussed the recommendation from Paul Chiavaroli, Housing Consultant for the position of Maintenance Mechanic. The Executive Director disclosed that she was aware that this candidate is the nephew in law of an Avon Housing Authority's Board Member and that she was not improperly influenced and have been fair and objective in her decision of offering this position of employment to this qualified applicant.

Executive Director presented a Confidential Disclosure of chosen candidate and board member.

Edmund Boggs Retirement will be official effective October 2, 2015. The Executive Director along with the staff will be hosting a retirement party for Ed and the residents and will inform the Board of the date.

Next meeting is scheduled for October 6, 2015. The Director will notify the Board if the meeting will be held on this date.

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.

Sherry Guilbault discussed No Smoking Policies with the Board. This topic will be discussed again at the next Board Meeting.

M/Laniewski, S/Sullivan. Motion to adjourn meeting at 6:57 p.m. Unanimous vote, motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry Guilbault", with a long horizontal flourish extending to the right.

Sherry L. Guilbault
Secretary/Executive Director