

Avon Housing Authority

One Fellowship Circle * Avon, MA 02322

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REVISED MINUTES
REGULAR MONTHLY MEETING
February 6, 2018
5:00 P.M.

TOWN OF AVON
2018 APR 26 P 2:40
TOWN CLERK

The Avon Housing Authority held a regular meeting on Tuesday, February 6, 2018 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
Kevin Edwards	Member

Board Members Absent:

Louis Minchello	Member
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Others Present:

Sherry Guilbault	Executive Director
Richard Shaw	Milne, Shaw & Robillard

Guests/Tenants:

None

Richard Shaw presented and read the proposed FYE 2018 Budget for the Avon Housing Authority.

M/Edwards, S/Jensen. Kevin Edwards moved that the proposed Operating Budget for State-Aided Housing of the Avon Housing Authority Program 400-1 for fiscal year ending 6/30/2018 showing a total revenue of \$397,541 and total expenses of \$404,541 thereby requesting a subsidy of \$57,041 be submitted to the Department of Housing and Community Development for its review and approval. M. Janet Jensen seconded the motion which upon roll-call, was passed by a vote of 3 to 0. Motion passed.

Sherry Guilbault read the maintenance report.

M/Edwards S/Laniewski. Motion to approve the REVISED Minutes of the Regular Meeting of December 12, 2017. Unanimous vote, motion passed.

M/Edwards S/Laniewski. Motion to approve the Minutes of the Regular Meeting of January 16, 2018. Unanimous vote, motion passed.

M/Laniewski S/Jensen. Motion to approve the 667 vouchers through February 6, 2018. Kevin Edwards abstained.

Executive Director's Report:

Vacancy and lease activity since the January 16, 2018 Board Meeting:

19A	Vacant – 12/4/17 – moved out – Leased 2/1/18
11B	Vacant – 12/12/17 – Transfer – Offered

Sherry Guilbault attended a SHADO Meeting on January 23, 2018 in West Bridgewater.
Topic was: Emergency Management Plan Policies.

National Grid Residential Multifamily Energy Efficiency Program/RISE Engineering Contract update. Insulation was blown into the attic area of the community room.

Resident Board Member Training in Franklin, January 20th & February 3rd. Louis Minchello was scheduled to attend.

Guyder, Hurley conducted Avon Housing Authority's AUP Audit on February 8, 2018.

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

Sherry Guilbault will be attending a SHADO Meeting on February 27, 2018 in West Bridgewater. Topic is: Housing Authority Software.

Community Room upgrades. Sherry discussed that the stove in the community room only has 1 burner that works and it appears to be the original stove. Sherry would like to replace the current stove with a brand new stainless steel stove with a double oven. The Avon Housing Authority had received a donation of a stainless steel over the range microwave oven that was returned to their store. Once we determine that this microwave oven is in working order we will hang it above a new stove. The Board agreed to purchase a brand new stainless steel convection double oven for the community room.

Sherry discussed the ongoing issues with the recycling bins in the dumpster areas. There is constantly garbage being left on top of these bins and the animals get into them and make a mess and boxes are not broken down properly and piled on top or around them. Sherry is suggestion all of the recycling bins be moved to the enclosed brick area where the clothesline resides so we can better manage these bins. Board agreed and would also like to have an additional camera installed that will face these bins.

Sherry informed the Board that the Housing Authority received notice that the Avon Planning Board will hold a Public Hearing on Thursday, February 18, 2018 at 7:30 pm regarding the property located at Fagan Drive as the Housing Authority is an abutter of this property.

Sherry discussed DHCD's Public Housing Notice 2017-10/2017-03 in regards to the Emergency Pull-Cord Systems where DHCD is suggesting these be removed during turnover. Sherry discussed this with the board and is suggestion to have all of the pull cords in all units be removed at the same time. Sherry suggests this be done in the spring after the winter weather and when we have no vacancies.

M/Edwards S/ Laniewski. Motion to remove all pull cords from all units. Unanimous vote, motion passed.

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

New Business:

M/Laniewski, S/Edwards. Motion to accept the Operating and Balance Statements for December 2017. Unanimous vote, motion passed.

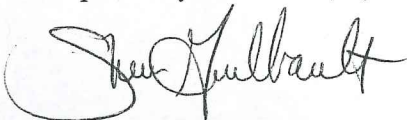
Sherry discussed that she would like to adopt a Maintenance After-Hours Emergency On-Call Policy to include a 2 hour minimum compensation for an after-hours call out and a \$25.00 per week stipend for being on call. This \$25.00 stipend has been entered into the FYE2018 Budget and will need approval before implementing.

M/Edwards S/Jensen. Motion to adopt the Maintenance After Hours Emergency On-Call Policy as presented. Unanimous vote, motion passed.

M/Edwards, S/Laniewski. Motion to adjourn meeting at 6:23 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for Tuesday, March 13, 2018 at 5:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherry L. Guilbault".

Sherry L. Guilbault
Secretary/Executive Director