

# Avon Housing Authority

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## MINUTES REGULAR MONTHLY MEETING September 19, 2017 5:00 P.M.

TOWN OF AVON  
2018 JAN -3 P 12: 27  
TOWN CLERK

The Avon Housing Authority held a regular meeting on Tuesday, September 19, 2017 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
Louis Minchello	Member
Kevin Edwards	Member

### Board Members Absent:

None

### Others Present:

Sherry Guilbault	Executive Director
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### Guests/Tenants:

None

Janet Jensen read a thank you card to the Board from previous Board Member Irene DeMarco.

Sherry Guilbault read the maintenance report.

**M/Laniewski S/Edwards.** Motion to approve the minutes of the meetings of June 6, 2017 and July 5, 2017, 2017. Unanimous vote. Motion passed.

Minutes of the Regular Meeting of August 14, 2017 were tabled until the next meeting.

**M/Laniewski S/Minchello.** Motion to approve the 667 vouchers through September 19, 2017. Unanimous vote, motion passed.

### Executive Director's Report:

Vacancy and lease activity since the June 6, 2017 Board Meeting:

19A	Vacant-5/1/17 - Nursing Home – Leased 6/29/17 – (transfer)
6C	Vacant – 5/10/17 – Medical Transfer – Leased – 7/6/17
16C	Vacant-5/22/17 – Medical Transfer – Leased – 7/10/17
16D	Vacant- 5/29/17- Medical Transfer – Leased – 9/1/17
17B	Vacant -6/23/17 – Deceased –

9B Vacant-7/5/17- Nursing Home- Leasing on 9/22/17  
10B Vacant-7/17/17-Admin. Transfer –

Sherry Guilbault attended a SMEDA meeting on June 16<sup>th</sup>, August 2<sup>nd</sup> and September 15, 2017.

Sherry Guilbault attended a MassNAHRO Professional Development Board Meeting on July 27, 2017

Sherry Guilbault attended a legal workshop on August 22, 2017.

Sherry Guilbault attended a MassNAHRO Continued Occupancy Training on August 25, 2017.

Sherry Guilbault attended a Leo Dauwer Conference on September 7<sup>th</sup> & 8<sup>th</sup>, 2017.

Sherry Guilbault to attend a MassNAHRO Professional Development Board Meeting on September 25, 2017.

Annual unit inspections to be conducted on October 10, 2017. Sherry has hired an inspection company to conduct the inspections this year.

Tenant Meeting/Cookout to be held on Friday, October 6, 2017 at 12:00 pm.

Sherry Guilbault to attend a SMEDA meeting on October 18, 2017.

AUP FYE 2016 Draft Report

Management Agreement – Holbrook Housing has a Board Meeting this Thursday, Sherry will present at the next Avon Housing Authority Board Meeting.

Cameras are installed and up and running.

Housing Authority Sign that says “Avon Senior Housing” is showing wear and tear. A tenant has offered to paint it. The Housing Authority Board agreed to look into purchasing a new sign that says “Avon Housing Authority”. Sherry will look into.

MassNAHRO Fall Conference November 14<sup>th</sup>-15<sup>h</sup>, 2017 in Plymouth. Sherry, Janet & Judy will be attending.

Parking Lot Striping – Sherry will request quotes.

Maintenance Garage – roof is in the Capital Improvement Plan.

Next Board Meeting to be held Tuesday, October 17, 2017 at 5:00 pm.

**M/Minchello S/ Laniewski.** 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 July 2017. Unanimous vote, motion passed.

**M/Minchello S/ Laniewski.** Motion to split a full page advertisement with Holbrook Housing Authority in the MassNAHRO Fall Conference Book. Unanimous vote, motion passed.

**M/Laniewski, S/Edwards.** Motion to adjourn meeting at 5:59 p.m. Unanimous vote, motion passed.

**Next Board Meeting is scheduled for October 17, 2017 at 5:00 pm.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault". The signature is fluid and cursive, with a large initial "S" and "G".

Sherry L. Guilbault  
Secretary/Executive Director