

*Avon Housing Authority*

One Fellowship Circle \* Avon, MA 02322  
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TOWN OF AVON  
2020 FEB 24 P 3:42

TOWN CLERK

MINUTES  
REGULAR MONTHLY MEETING  
November 4, 2019  
5:00 P.M.

The Avon Housing Authority held a regular meeting on Monday, November 4, 2019 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 5:37 p.m.

Board Members Present:

M. Janet Jensen	Chairman
Kevin Edwards	Vice Chairman
Judy Laniewski	Treasurer
Debra Copeland	Clerk

Board Members Absent:

None

Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Sherry presented the maintenance report as written by Derek Adams.

The minutes of the August and September 2019 meeting were approved at the October meeting. The Board agreed to table the October 2019 Regular meeting minutes until next month.

**M/Edwards, S/Copeland.** Motion to accept the Vouchers through November 4, 2019. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the October 7, 2019 Board Meeting:

12	Vacant – 9/1/19 – Moved to Nursing Home – Leased 11/1/19 with transfer
19D	Vacant – 11/1/19 – Family-
8A	Vacant – 11/1/19 – Nursing Home

**M/Copeland, S/Edwards.** Motion to approve the September 2019 Operating and Balance Statements and TAR Report. Unanimous vote, motion passed.

Sherry attended a MassNAHRO Board Meeting on 10/8/19 in Dedham.

Sherry Guilbault to attend a MassNAHRO Board Meeting in Dedham on November 12, 2019.

Sherry will be attending a MassNAHRO CHAMP Committee meeting on Friday, 11/8/19 in Dedham.

The Avon Housing Authority PMR (Performance Management Review) Audit is was rescheduled to November 27, 2019.

Snow Removal – Sherry has contacted Well's Landscaping and they will perform snow removal as they did last year.

CHAMP Waiting list update

Fall Conference November 17<sup>th</sup>-19<sup>th</sup>, 2019 at the Marriott in Quincy. Sherry, Janet Jensen and Judy Laniewski will be attending.

FISH# 018041 Hallway Painting Project Update. Pre-bid walk through was held on October 23, 2019. Five vendors attended.

Sherry discussed DHCD PHN 2019-19 – Notice of Funding Availability – Resident Service Coordinators and would like to apply with Holbrook, Braintree and Randolph Housing Authority's.

**M/Laniewski, S/Edwards.** Motion to approve the RSC Application with Holbrook, Braintree and Randolph Housing Authority's. Unanimous vote, motion passed.

Next Board Meeting to be held December 3, 2019.

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

Board agreed to table the Milne, Shaw & Robillard Contract.

**M/Edwards, S/Copeland.** Motion to update the Preventative Maintenance Policy to include Air Source Pump cleaning every six months. Unanimous vote, motion passed.

**M/Laniewski, S/Edwards.** Motion to adjourn meeting at 6:08 p.m. Unanimous vote, motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", written in a cursive style.

Sherry L. Guilbault  
Secretary/Executive Director