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By Patricia Besette, Town Clerk at 7:57 am, Jan 25, 2021

Avon Housing Authority

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**MINUTES
REGULAR MONTHLY MEETING
January 29, 2020
5:00 P.M.**

The Avon Housing Authority held a regular meeting on Wednesday, January 29, 2020 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 5:03 p.m.

Board Members Present:

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

Board Members Absent:
None

Others Present:
Sherry Guilbault Executive Director

Guests/Tenants:
Gary Qualter

Sherry presented the maintenance report as written by Derek Adams.

The Board welcomed Gary Qualter and he mentioned he will be running for the upcoming board election.

Debra Copeland will be moving out of town as of January 31, 2020; therefore, she has resigned as a Board Member effective 1/31/2020.

M/Edwards, S/ Laniewski. Motion to accept the minutes of the Regular Board Meeting, December 4, 2019 as presented. Unanimous vote, motioned passed.

M/Copeland, S/Laniewski. Motion to approve the November and December 2019 Operating & Balance Statements as presented. Unanimous vote, motioned passed.

M/Edwards, S/Copeland. Motion to accept the Vouchers through January 29, 2020. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the December 4, 2019 Board Meeting:

- 19D Vacant – 11/1/19 – Family-
- 8A Vacant – 11/1/19 – Nursing Home
- *21C Vacant 11/8/19 – transfer * I had this listed as 22D on a previous report
- 8C Vacant 2/1/20 – other -

Sherry attended a MassNAHRO Board Meeting on December 10, 2019 in Worcester.

Sherry & Lee Anne attended a SMEDA/SHADO meeting on December 18, 2019 in West Bridgewater. Topic was: Public Speaking.

Tenant Meeting/Holiday Luncheon held on Friday, January 24, 2020. Janet & Judy attended this meeting. Sherry and the Board discussed a resident's suggestion that the Board send out an evaluation to the tenant's regarding the Director/Management etc. Sherry will draft a questionnaire to present at a future meeting.

Sherry distributed and discussed the proposed Capital Improvement Plan (CIP) 2020

M/Copeland, S/Laniewski. Motion to approve the CIP 2020. Unanimous vote, motion passed.

Common Hallway Painting Project# 018041 update and change order. Sherry discussed that once the painting project is done, she would like to have the Housing Authority supply wall decorations and outgoing mail baskets and possibly window treatments in the building hallways, and to only allow residents to hang a decoration on their apartment doors, the Board agreed.

M/Laniewski, S/Copeland. Motion to approve the Housing Authority to purchase pictures/decorations, outgoing mail baskets and curtains for all 32 hallways. Unanimous vote, motion passed.

M/Laniewski, S/Copeland. Motion to approve the CIP 2020 as presented. Unanimous vote, motion passed.

Exterior Door Replacement Project# 018042 update. The board asked if the stoop that will be in front of each building door could be ramped with paving and flush to doorway. Sherry will discuss this with the architect.

Annual AUP Audit to be conducted on Monday, February 10, 2020.

Next Board Meeting to be held Tuesday, February 11, 2020 at 5:00 p.m.

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

Sherry presented Change Order #1 for FISH# 018041 Common Hallway Painting in the amount of \$6,650.00.

M/Edwards, S/Copeland. Motion to approve Change Order #1 for the Common Hallway Painting Project# 018041 in the amount of \$6,650.00. Unanimous vote, motion passed.

M/Edwards, S/Copeland Motion to adjourn meeting at 5:49 p.m. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director