

Avon Housing Authority

One Fellowship Circle * Avon, MA 02322
(508) 588-1847 * (508) 588-2098 FAX
avonha@comcast.net

MINUTES REGULAR MONTHLY MEETING November 2, 2017 1:00 P.M.

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

The Avon Housing Authority held a regular meeting on Thursday, November 2, 2017 at 1:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 1:00 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
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Guests/Tenants:

None

Sherry Guilbault read the maintenance report.

M/Laniewski S/Edwards. Motion to approve the Minutes of the Regular Meeting of October 17, 2017. Unanimous vote, motion passed.

M/Laniewski S/Edwards. Motion to approve the 667 vouchers through November 2, 2017. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

Vacancy and lease activity since the October 17th Board Meeting:

10B	Vacant-7/17/17-Admin. Transfer – Leased 10/30/17
20	Vacant – 10/4/17 – Deceased – will be a transfer

Sherry Guilbault attended a SMEDA meeting on October 18, 2017.

Department of Housing and Community Development will conduct a Performance Management Review of the Avon Housing Authority on November 8, 2017.

Sherry Guilbault, Janet Jensen and Judy Laniewski will be attending the MassNAHRO Fall Conference November 13th-14th, 2017 in Plymouth.

Sherry Guilbault discussed that the owner of the property located 27 Glendon Street contacted the Housing Authority office regarding a dead tree that borders our property behind building 21/22 and his property. He would like to have the tree taken down and received a price of \$1,500.00 and would like the Housing Authority to split the cost with him. The Board discussed this and agreed that because the tree in question is on his side of the rock wall that it is on his property and is his responsibility.

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 September 2017. Unanimous vote, motion passed.

Sherry Guilbault discussed that the current Avon Housing Authority Personnel Policy does not address Holidays that fall on a Saturday and Sunday.

M/Laniewski, S/Edwards. Motion to update the current Personnel Policy to reflect: Holidays that fall on a Saturday will be observed on the Friday previous to the Holiday and Holidays that fall on Sunday will be observed on the Monday following the Holiday. Unanimous vote, motion passed.

M/Laniewski, S/Edwards. Motion to adopt the Preventative Maintenance Monthly Program Policy, Maintenance Policy and Procedures Manual and the Emergencies Policy as presented. Unanimous vote, motion passed.

Sherry Guilbault discussed the stockade fence located at the end of Fellowship Circle has about 6-7 panels that fell down due to the posts being snapped during the recent wind/rain storm. This fence is old and constantly needs fixing. Several of the posts have had metal rods attached to them from previous damage. In looking through previous records it appears this fence was installed back in July of 2003. The owner of the property that this fence abuts has contacted the Housing Authority to see if they will be repairing the fence, he mentioned the previous fence that was installed was shorter and didn't seem to have as many issues. Sherry asked the Board if anyone recalls why the fence was installed in the first place as it does not seem to serve any purpose to the Housing Authority. The Board discussed the options of repairing, replacing or and would like Sherry to check with DHCD regarding any fencing rules or requirements and she will also check with the Town of Avon to see if there is any town ordinance regarding fencing. If there are no requirements for this fence, the Board would like the entire fence taken down and disposed of and to not replace at this time.

M/Laniewski S/Edwards. Motion to remove the entire stockade fencing located at the end of Fellowship Circle abutting the property of 15 Glendon Street, and to not replace this fence at this time. Unanimous vote, motion passed.

M/Laniewski, S/Edwards. Motion to adjourn meeting at 6:20 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for December 5, 2017 at 5:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherry L. Guilbault". The signature is written in black ink and is positioned above the printed name.

Sherry L. Guilbault
Secretary/Executive Director