

Avon Housing Authority

One Fellowship Circle * Avon, MA 02322
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MINUTES REGULAR MONTHLY MEETING August 11, 2020 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, August 11, 2020 at 5:00 p.m. in person at the Community Room located at 1 Fellowship Circle, Avon, MA and virtually via GoToMeeting. Chairman Jensen called the meeting to order at 5:01 p.m.

Board Members virtually Present:

M. Janet Jensen	Chairman
Kevin Edwards	Vice Chairman
Judy Laniewski	Treasurer
Gary Qualter	Member

Board Members Absent:

None

Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

None

Chairman Jensen welcomed our new Board Member Gary Qualter.

Re-organization of the Board:

M/Laniewski S/Edwards. Motion to appoint M. Janet Jensen as Chairman of the Avon Housing Authority Board. Unanimous vote, motioned passed.

M/Laniewski S/Jensen. Motion to appoint Kevin Edwards as Vice Chairman of the Avon Housing Authority Board. Unanimous vote, motioned passed.

M/Qualter S/Jensen. Motion to appoint Judy Laniewski as Treasurer of the Avon Housing Authority Board. Unanimous vote, motioned passed.

M/Jensen S/Laniewski. Motion appoint Gary Qualter as Clerk of the Avon Housing Authority Board. Unanimous vote, motioned passed.

Maintenance report was read by Sherry Guilbault.

Approval of the May 2020 Regular Meeting Minutes were tabled.

M/Laniewski, S/Qualter. Motion to approve the April, May and June 2020 Operating & Balance Statements as presented. Unanimous vote, motioned passed.

Approval of the Vouchers through August 11, 2020 were tabled.

Executive Director's Report:

Vacancy and lease activity since the May 14, 2020 Board Meeting:

*8A	Vacant – 11/1/19 – Nursing Home
*21C	Vacant 11/8/19 – transfer *Correction
*8C	Vacant 2/1/20 – other
8B	Vacant 4/1/2020 – Long Term Care
21C	Vacant 8/4/2020 – Stoughton Housing Tenant

**CHAMP list pulls done for these units – update – discussed list pull process*

Discussed MassNAHRO/CHAMP Pilot program that Avon and Holbrook are a part of.

MassNAHRO Annual Conference Update – moved to November 2020

Sherry Guilbault attended the following conference call/virtual meetings:

- DHCD “Annual Plan” on May 20, 2020
- DHCD all LHA conference call on May 20, 2020
- DHCD all LHA conference call on June 3, 2020
- Small Housing Authority Round Table conference call on June 4, 2020
- MassNAHRO Professional Development meeting on June 8, 2020
- MassNAHRO Board Meeting on June 9, 2020
- DHCD all LHA conference call on 6/10/20, 6/24/20, 7/8/20 and 7/22/20.
- DHCD CHAMP Steering Committee Meeting on June 16, 2020
- MassNAHRO Small Housing Authority Round Table conference call on June 25, 2020
- MassNAHRO CHAMP Committee Meeting on July 1, 2020
- DHCD MEMA Call on 7/9/20
- MassNAHRO Professional Development meeting on July 13, 2020
- MassNAHRO Board Meeting on July 14, 2020

HHA office and Community Room continues to be closed to the public

Correspondence – several thank you notes from residents were read thanking the AHA staff for their care packages, pizza etc.

Next Board Meeting to be determined at a later date.

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

M/Edwards, S/Qualter. Motion to approve the Top 5 Salary form for FYE20 as presented.
Unanimous vote, motion passed.

M/Qualter, S/Edwards. Motion to approve the FYE20 Year End Certifications as presented.
Unanimous vote, motion passed.

Policies: Parking lot, outdoor and lock out policy being drafted for future meeting.

M/Edwards, S/Laniewski. Motion to adjourn meeting at 6:04 p.m. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director