

Avon Housing Authority

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By Patricia Bessette, Town Clerk at 8:02 am, Jan 25, 2021

MINUTES REGULAR MONTHLY MEETING October 6, 2020 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, October 6, 2020 at 5:06 p.m. in person at the Community Room located at 1 Fellowship Circle, Avon, MA and virtually for the public via GoToMeeting. Vice Chairman Edwards called the meeting to order at 5:00 p.m.

Board Members virtually Present:

Kevin Edwards	Vice Chairman
Judy Laniewski	Treasurer
Gary Qualter	Member

Board Members Absent:

M. Janet Jensen	Chairman
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Others Present:

Sherry Guilbault	Executive Director
Richard Shaw	Milne, Shaw & Robillard (attended virtually)

Guests/Tenants:

None

Vice Chairman Laniewski started with the first item on New Business:

Richard Shaw was present virtually via “go to meeting” and presented and discussed the FYE21 Budget.

M/Laniewski, S/Qualter. Motion to approve the FYE21 Budget as presented. Roll Call Vote 3 Ayes, 0 Nays, motion passed.

Richard Shaw left the meeting.

Maintenance report submitted by Derek Adams was read by Sherry Guilbault.

M/Laniewski, S/Qualter. Motion to approve the Minutes of the Regular Meetings Minutes of April, May and August 2020 as presented. Unanimous vote, motion passed.

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

M/Laniewski, S/Qualter. Motion to approve the Vouchers through October 6, 2020. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the August 11, 2020 Board Meeting:

8A	Vacant – 11/1/19 – Nursing Home – Ready – offer sent
21C	Vacant 11/8/19 – transfer - almost ready
8C	Vacant 2/1/20 – other – almost ready
8B	Vacant 4/1/2020 – Long Term Care – Leased with transfer
5	Vacant 10/1/2020 – Transfer – will be a medical transfer when ready

CHAMP list pulls have been conducted for all vacant units.

Sherry Guilbault attended the following conference call/virtual meetings/in person meetings:

- SMEDA Board Meeting 8/12/20 at Middleboro Housing Authority
- DHCD CAPHUB Virtual training 8/13/20
- DHCD all LHA conference call on 8/19/20
- MassNAHRO Virtual Conference 9/14 & 9/15/20
- MassNAHRO Group Insurance Meeting 9/30/20
- MassNAHRO CHAMP Committee Meeting 9/30/20

CFA Workplan 5001 Amendment# 9 in the amount of \$107,873.00

M/Qualter, S/Laniewski. Motion to approve the CFA Workplan 5001 Amendment# 9 in the amount of \$107,873.00. Roll Call Vote 3 Ayes, 0 Nays, motion passed.

Milne, Shaw & Robillard Contract expired 6/30/20 – Sherry presented a new contract effective 7/1/20 through 6/30/22.

M/Laniewski, S/Qualter. Motion to approve the Milne, Shaw & Robillard Accounting Contract effective 7/1/20 through 6/30/22. Unanimous vote, motion passed.

Tree removal behind building 21/22 – a resident on Glendon Street would like a contractor to take a tree down behind their home. The contractor would like access with their bucket truck behind our building 20-23. They have submitted a request and a copy of their Certificate of Liability Insurance. Board is ok with them having access.

DHCD COVID CARES Money Received – Sherry discussed the money that was received from the State and would like to pay our maintenance mechanic Hazard Pay from this funding in the amount equal to two weeks' pay.

M/Edwards, S/Qualter. Motion to approve Hazard Pay to our Maintenance Mechanic Derek Adams in the amount equal to two week's pay. Unanimous vote, motion passed.

AHA and HHA office and Community Room continues to be closed to the public indefinitely.

Avon PMR (Performance Management Review) is scheduled for November 4, 2020. This will be a virtual meeting with DHCD.

Sherry has purchased keychain flashlights for the residents and will be putting together gift bags for the residents with the flashlights, hand sanitizer and the masks that were previously donated by DHCD.

Next Board Meeting to be held November 18, 2020 at 5:00 pm.

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

New Business: Sherry presented a recommendation from the Architect for the lowest responsible bidder for the Exterior Door Replacement Project# 018042.

M/Laniewski, S/Edwards. Motion to award the recommended lowest responsible bidder ***** in the amount of ***** for the Exterior Door Replacement Project# 018042. Unanimous vote, motion passed.

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

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

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director