

# *Avon Housing Authority*

One Fellowship Circle \* Avon, MA 02322

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TOWN OF AVON

2016 APR -4 AM 9: 08

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING

March 2, 2016

5:00 P.M.

The Avon Housing Authority held a regular meeting on Wednesday, March 2, 2016 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 5:00 p.m.

### Board Members Present:

M. Janet Jensen

Chairman

Judy Laniewski

Vice Chairman

John Sullivan

Clerk

Sonya Mahoney

Assistant Treasurer

### Board Members Absent:

None

### Others Present:

Sherry Guilbault

Executive Director

### Guests/Tenants:

None

Sherry discussed there were several work orders due to unit inspections and the flooring project kicked off March 1, 2016.

**M/Laniewski, S/Sullivan.** Motion to approve the minutes of the regular meeting of February 17, 2016. Unanimous vote, motion passed.

**M/Laniewski, S/Sullivan.** Motion to approve the 667 vouchers through March 2, 2016. Unanimous vote, motion passed.

**M/Mahoney, S/Sullivan.** Motion to accept the Executive Director's time sheets through February 26, 2016 as presented. Unanimous vote, motion passed.

### Executive Director's Report:

### Vacancy and lease activity since the last Board Meeting:

21B Vacant – 3/1/16 – Nursing Home – \*will be a medical transfer

Work Plan #018027 VCT and Stair Tread Replacement update – project began 3/1/16.

2015 Annual Inspections have been completed.

Executive Director to attend a SMEDA meeting on Friday, March 18, 2016 in Raynham. Topic is: Social Media

Tenant meeting was held February 24, 2016 – discussed the flooring project, the Housing Authority's Capital Improvement Plan.

The Director informed the Board that the TD Bank account needs to update the authorized signors.

**M/Sullivan, S/Mahoney.** Motion to appoint Judy Laniewski and Sherry Guilbault as authorized signors for the Avon Housing Authority's TD Bank account. Unanimous vote, motion passed.

The Board discussed the TD Bank account and would like the Executive Director to close out this account and to deposit the funds in the Avon Housing Authority's checking account at the Avon Co-Operative Bank.

**M/Sullivan, S/Mahoney.** Motion to close out the Avon Housing Authority's TD Bank account and to deposit the funds into the Avon Housing Authority's checking account at the Avon Co-Operative Bank.

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

Old Business:

None

**M/Laniewski, S/Sullivan.** Motion to accept the Operating and Balance Statements for January 2016 as presented. Unanimous vote, motion passed.

Sherry Guilbault presented several policies to the Board for review.

**M/Laniewski, S/Sullivan.** Motion to adopt the presented Credit Card and Debit Card Policy with corrections. Unanimous vote, motion passed.

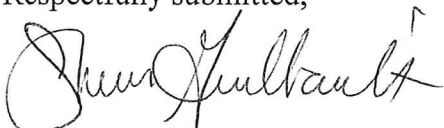
**M/Sullivan, S/Mahoney.** Motion to adopt the presented Investment Policy with corrections. Unanimous vote, motion passed.

Sherry will continue to amend several other policies as discussed by the Board and will present at future meetings.

**M/Laniewski, S/Sullivan.** Motion to adjourn meeting at 6:15 p.m. Unanimous vote, motion passed.

**Next meeting to be held March 16, 2016.**

Respectfully submitted,



Sherry L. Guilbault  
Secretary/Executive Director