

Avon Housing Authority

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TOWN OF AVON

2022 FEB -9 A 9:18

TOWN CLERK

MINUTES REGULAR MONTHLY MEETING November 23, 2021 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, November 23, 2021 at 5:00 p.m. in person at the Community Room located at 1 Fellowship Circle, Avon, MA and virtually for the public via GoToMeeting. Chairman Jensen called the meeting to order at 5:00 p.m.

Board Members Physically 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
Rick Shaw, Fee Accountant	Joined via "GoToMeeting from 5:15 until 5:41 p.m.

Guests/Tenants:

Maureen Sullivan	Tenant
Derek Staffier	Tenant
Glenn	Resident of King Street, joined via GoToMeeting

Sherry read and discussed the maintenance report submitted by Derek Adams.

M/Qualter, S/Laniewski. Motion to table the October 14, 2021 Regular Meeting Minutes until the next meeting. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

M/Edwards, S/Qualter. Motion to approve the September and October 2021 Operating and Balance Statements as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

M/Edwards S/Laniewski. Motion to table the Vouchers through November 23, 2021. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Fee Accountant Richard Shaw entered the meeting. Chair Jensen skipped to New Business – FYE22 Budget.

The Board was all given a copy of the proposed FYE22 Budget. Richard Shaw commented that the Avon Housing Authority is in fantastic financial shape. Richard then discussed the FYE22 proposed Budget as presented with the Board.

M/Laniewski, S/Qualter. Motion to approve the proposed Operating Budget for State-Aided Housing of the Avon Housing Authority (Chapter 200/667), Program Number 400-1 for fiscal year ending 6/3/2022 showing total revenue of \$425,487.00 (Acct. No. 3000) and Total Expenses of \$446,242.00 (Acct. No. 4000) thereby requesting a subsidy of \$95,887.00 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$0.00 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. The motion upon roll-call, was passed by a vote of 4 to 0. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the October 14, 2021 Board Meeting:

- The Avon Housing Authority currently has 8 vacancies

CHAMP waiting list pulls have been done for all vacancies. Sherry discussed the procedure of pulled waiting lists and discussed that she pulled 3 lists which consisted of 227 applicants for these 10 vacancies. Sherry had hoped to get all vacancies filled with these 3 pull lists, however by the time the lists expired she only had 3 applicants that had submitted all of their required documentation AND were found qualified and eligible. One lease is to be signed this weekend.

Halloween party was not held for the residents due to Sherry being out sick. Sherry will plan on hosting a Holiday Party after the first of the year.

The Executive Director Performance Evaluation was presented to Sherry Guilbault and discussed. Of the 26 items on the list, Sherry received a "Meets Expectation" and on 5 of the items she received a "Meets/Exceeds Expectation". The Board thanked Sherry for all of her continued hard work.

King Street Property update – Discussed the article sent to Sherry from the Town Clerk. Janet discussed having a perk test and asked Kevin to look into

Sherry discussed she would like to write off a tenant move out account balance in the amount of \$211.00.

M/Laniewski, S/Edwards. Motion to write of a tenant move out account balance in the amount of \$211.00. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Avon/Holbrook Housing Management Agreement – no update

Avon/Holbrook Housing Authority Management Fee – Sherry discussed that Avon is late in paying the November Management Fee and because we have not received the new checks with the new routing number on them it slows down the process of the checks being cleared. Therefore, Sherry would like to pay the Management Fee for November and December on a bank check so it will process more quickly to Holbrook.

M/Qualter, S/Edwards. Motion to approve Sherry Guilbault purchase a bank check in the amount of \$7,333.34 made payable to the Holbrook Housing Authority for the payment of November and December 2021 Management Fees. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Next Board Meeting to be held on December 9, 2021 at 5:00 p.m.

M/Qualter, S/Edwards. Motion to accept the Executive Director's Report as presented. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Old Business:

Veteran's Housing and Project# 018042 Exterior Door Replacement to remain tabled.

New Business:

The Contract for Financial Assistance (CFA) 5001 Amendment# 10 was presented and discussed.

M/Qualter, S/ Laniewski. Motion to approve the CFA Workplan 5001 Amendment# 10 in the amount of \$62,556.00. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry discussed this is the time of year when she asks the Board to allow the employees to have the day after Thanksgiving off with compensation.

M/Qualter, Laniewski. Motion to approve the staff to have the day after Thanksgiving with compensation. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

M/Qualter, Edwards. Motion to adjourn meeting at 6:29 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director