

# *Avon Housing Authority*

One Fellowship Circle \* Avon, MA 02322  
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TOWN OF AVON  
2022 FEB -9 A 9:18  
TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING October 14, 2021 5:00 P.M.

The Avon Housing Authority held a regular meeting on Thursday, October 14, 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
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### Guests/Tenants:

None

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

**M/Edwards, S/Qualter.** Motion to approve the September 14, 2021 Regular Meeting Minutes as presented and with discussed changes. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

**M/Edwards S/Laniewski.** Motion to approve the Vouchers September 15, 2021 through October 14, 2021 as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

Sherry read and discussed the Executive Director's Report:

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

- The Avon Housing Authority currently has 10 vacancies

CHAMP waiting list pulls have been done for all vacancies.

Discussed opening to the public: Board Meetings, Community Room and Office

**M/Qualter, S/Edwards.** Motion to open future Board Meetings to the public, with no more virtual meetings. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

COA cookout/luncheon – Halloween Party 10/29/21?? – Tentatively for 12:00 pm.

MassNAHRO Annual Conference was held 9/19 – 9/22/21 in Falmouth. Sherry, Janet and Judy attended. Congratulations to Janet on her Longevity award!!! 😊

Executive Director Annual Review – will adopt a policy.

King Street Property update – Janet will go to the Town Hall to pull the file.

Avon/Holbrook Housing Management Agreement – no update

FY22 Budget Guidelines are out. Richard Shaw, Fee Accountant will be present at the November Board Meeting to discuss the FY22 Budget.

Next Board Meeting to be held on November 18, 2021 at 5:00 p.m.

**M/Qualter, S/ Laniewski.** 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.

No New Business

**M/Laniewski, S/Edwards.** Motion to adopt the presented Executive Director Performance Evaluation Policy with the following changes: Each Board Member will be distributed an Executive Director Performance Evaluation Form at the September meeting; each board member will complete a form and return them to the Chairperson at the October meeting and the completed Executive Director Performance Evaluation will be presented and discussed with the Executive Director at the November meeting. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

**M/Qualter, Laniewski.** Motion to adjourn meeting at 6:12 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director