

# *Avon Housing Authority*

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TOWN OF AVON  
2022 FEB -9 A 9:17  
TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING August 26, 2021 5:00 P.M.

The Avon Housing Authority held a regular meeting on Thursday, August 26, 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

Guests/Tenants:  
None

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

**M/Laniewski, S/Edwards.** Motion to approve the May 25, 2021 Regular Meeting Minutes as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

The July 22, 2021 Regular Meeting Minutes were tabled.

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

The Vouchers through August 26, 2021 were tabled.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the July 1, 2021 Board Meeting:

- The Avon Housing Authority currently has 9 vacancies, 2 leases were signed.

CHAMP list pulls have been conducted for vacant units.

Opening to the public: Board Meetings, Community Room and Office. The Board discussed opening to the public. At this time the Board would like to open the Community Room only to residents only as of Monday, September 13, 2021. A grand opening cook out will be held at a later date.

**M/Laniewski, S/Edwards.** Motion to open the Community Room only to Residents only effective September 13, 2021. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

MassNAHRO Annual Conference to be held 9/19-9/22/21 in Falmouth. Sherry, Janet and Judy will be attending. Sherry discussed that back when she booked the rooms & conference for Sherry, Janet & Judy – she had resigned from Holbrook Housing and therefore the room for Sherry is in Avon's name. The Board discussed the future of the Management Agreement with Holbrook – which will be discussed further at a future meeting. The board agreed to approve the Avon Housing Authority to pay for Sherry Guilbault's Hotel and Conference Registration.

**M/Qualter, S/Edwards.** Motion to approve the Avon Housing Authority to pay for Sherry Guilbault's Hotel and Conference Registration for the MassNAHRO annual conference to be held at Seacrest in September 2021.

Tenant Mandatory Board Member update: Waiver has been approved by DHCD.

CIP/Sustainability funds have been approved. Sherry read a letter dated July 22, 2021 from DHCD approving \$62,556.00 from the DHCD Sustainability Initiative for Energy Conservation.

Sherry discussed the Board conducting an Executive Director evaluation and will have a policy/form for the Board at the next meeting.

The Board would still like to look into the possibility of selling the King Street Property. Sherry has not yet requested an assessment from the town, but will.

Next Board Meeting to be held Tuesday, September 14, 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.

New Business:

Sherry presented the Board with the Fiscal Year End Forms and Certifications.

**M/Qualter, S/Edwards.** Motion to approve the Fiscal Year End 2021 Certification of Financial Statements, the Top 5 Compensation Form and the Certification for Lead Paint as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

**M/Qualter, Edwards.** Motion to adjourn meeting at 6:20 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,  
Sherry L. Guilbault  
Secretary/Executive Director