

# *Avon Housing Authority*

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TOWN OF AVON

2022 FEB -9 A 9:17

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING May 25, 2021 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, May 25, 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 5:01 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 April 6, 2021 Regular Meeting Minutes as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

**M/Qualter, S/Edwards.** Motion to approve Voucher report March 5, 2021 through May 25, 2021. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

### Vacancy and lease activity since the March 4, 2021 Board Meeting:

- The Avon Housing Authority currently has 8 vacancies

CHAMP list pulls have been conducted for vacant units.

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

- 5/12/21 DHCD All LHA Call
- 4/14-04/15 MassNAHRO Virtual Conference
- MMA (Massachusetts Municipal Association) Training Webinar for Code of Conduct for Town Boards and Committees

Rent Re-determinations, new rent effective 6/1/21

Office, Board Meetings and Community Room still closed to the public. Sherry discussed the PHN 2021-07 from DHCD regarding Guidance and Best Practices for Housing Authorities Post-Covid19 Vaccination.

MassNAHRO Annual Conference to be held 9/19-9/22/21 in Falmouth. Sherry, Janet and Judy will be attending.

Tenant Mandatory Board Member update: Sherry requested a waiver from DHCD on 5/18/21

Board Training & ethics – Board Certification – Gary and Kevin

King Street Property update – Board would like Sherry to check with the town if the title is cleared. Sherry will also contact Paul McPartland at DHCD.

FY20 AUP Audit has been conducted. Sherry will submit a copy to the Board when received.

Avon/Holbrook Management Agreement update: Sherry discussed with the board that she has decided to rescind her resignation from the Holbrook Housing Authority. The Board discussed in depth Sherry's decision and the Avon Housing Authority's position. Sherry requested that Avon Housing reconsider their cancelling of the management agreement effective June 30, 2021 and to continue with the current Management Agreement.

**M/Laniewski, S/Qualter.** Motion to rescind Avon's cancellation of the Avon/Holbrook Management Agreement. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

Next Board Meeting to be held June 8, 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.

Nothing new to report for the Project# 018042 Exterior Door Replacement

New Business:

Sherry presented the Board with DHCD's Revised Income Limits for Admission & FMR's received on May 3, 2021 for Continued Occupancy effective April 1, 2021.

**M/Laniewski, S/Edwards.** Motion to approve DHCD's Revised Income Limits for Admission & FMRs for Continued Occupancy effective April 1, 2021. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

Sherry presented a proposed Lock Out Policy and an update to the Personnel Policy.

**M/Qualter, S/Laniewski.** Motion to adopt the proposed Lock Out Policy as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

**M/Qualter, S/ Laniewski.** Motion to update the Personnel Policy to include June 19<sup>th</sup> (Juneteenth) to the list of compensated holidays. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

**M/Laniewski, Qualter.** Motion to adjourn meeting at 6:57 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director