

Avon Housing Authority

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

MINUTES REGULAR MONTHLY MEETING February 10, 2021 5:00 P.M.

The Avon Housing Authority held a regular meeting on Wednesday, February 10, 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 5:05 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

There was no maintenance report due to the abundance of snow removal.

Discussion of the January 2021 minutes. The Board asked why the minutes reflected such a late start to the meeting and it was because we had trouble with our visitor being able to hear us so we went back and forth with laptops trying to get it to work, that is why we opened the meeting so late.

M/Edwards, S/Qualter. Motion to approve the January 2021 Regular Meeting Minutes as presented. Unanimous vote, motioned passed.

M/Laniewski, S/Edwards. Motion to approve the December 2020 Operating & Balance Statements as presented. Unanimous vote, motioned passed.

M/Edwards, S/Qualter. Motion to approve Vouchers through February 10, 2021. Unanimous vote, motioned passed.

Vacancy and lease activity since the January 12, 2021 Board Meeting:

8A	Vacant – 11/1/19 – Nursing Home – leasing the week of 12/7 – medical hold up
21C	Vacant 11/8/19 – transfer – leased with admin transfer January 2021
8C	Vacant 2/1/20 – other - Ready
5	Vacant 10/1/2020 – Transfer – Will be leased with a transfer when Ready
9B	Vacant 2/1/21
2	Vacant 2/8/21 - deceased

CHAMP list pulls have been conducted for vacant units.

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

2/1/21 Virtual Annual Plan Training with Cybersense
2/3/21 Housing Authority Vaccine Webinar
2/10/21 DHCD All LHA conference call
2/10/21 Virtual Annual Plan Training with Cybersense

AHA and HHA office and Community Room continues to be closed to the public.

Discussed Sherry's resignation from the Holbrook Housing Authority. Sherry has been informed by DHCD that they will be sending a letter to the Avon Housing Authority Board regarding the guidelines of hiring a new Executive Director. The Board would like Sherry to draft a letter from the Board asking for a waiver to advertise for the Executive Director's position as the only reason they agreed to a Management Agreement with the Holbrook Housing Authority is because they did not want to lose Sherry as their Executive Director. Sherry is only resigning from Holbrook and wants to continue to be the Executive Director of the Avon Housing Authority. The Board does not feel it is worth the money to advertise and the time involved with hiring a new Executive Director when they want Sherry to continue in this capacity.

M/Qualter, S/Edwards. Motion to have Sherry draft a letter to DHCD as discussed above. Unanimous vote, motion passed.

Town Clerk emails/Ethics – Sherry presented an email from the Town Clerk regarding certifications.

Annual Plan information – Sherry discussed the Annual Plan process with the Board

Next Board Meeting to be held Tuesday, March 2, 2021 at 5:00 pm.

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

Veteran's Housing continues to be tabled

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

New Busines:

Sherry presented and discussed the FY22 Capital Improvement Plan.

M/Qualter, S/Edwards. Motion to approve the FY22 Capital Improvement Plan as presented. Unanimous vote, motion passed.

Sherry presented the Board with the January 2021 Operating & Balance Statements.

M/Edwards, S/Qualter. Motion to approve the January 2021 Operating & Balance Statements as presented. Unanimous vote, motioned passed.

The following policies were discussed: Shades at lease up only and lockout policy. These will be discussed at a future meeting.

M/Edwards, Laniewski. Motion to adjourn meeting at 6:10 p.m. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director