

Avon Housing Authority

One Fellowship Circle * Avon, MA 02322
(508) 588-1847 * (508) 588-2098 FAX

TOWN OF AVON

2022 JUN 14 P 3:35

TOWN CLERK

MINUTES REGULAR MONTHLY MEETING January 13, 2022 5:00 P.M.

The Avon Housing Authority held a regular meeting on Thursday, January 13, 2022 at 5:00 p.m. in person at the Community Room located at 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 5:08 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:

Donna Fitzgerald	Tenant
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Sherry read and discussed the maintenance report submitted by Derek Adams. It was brought to the Board's attention that the contractor for snow removal has not replaced the larger bobcat with a smaller one and it is not getting down far enough leaving a coating on the walkways.

M/Laniewski, S/Qualter. Motion to approve the Regular Meeting Minutes of December 2021 with noted corrections. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

M/Qualter, S/Laniewski. Motion to approve the November 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 January 13, 2022. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the December 9, 2021 Board Meeting:

- The Avon Housing Authority currently has 8 vacancies

CHAMP update

King Street Property update – Discussed having a perk test done in the spring.

Avon/Holbrook Housing Management Agreement update – Sherry will contact DHCD regarding the Budget Revision and the Management Agreement. The Board also discussed hiring an attorney for the Board and Sherry Guilbault in regards to the Management Agreement.

M/Qualter, S/Laniewski. Motion to retain an attorney in regards to the Management Agreement. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Community Room – the community room continues to be open to the public Monday – Friday during maintenance hours.

Laundry Room Door – Sherry discussed tenant's concerns regarding the interior laundry room door that leads to the community room. This door has been locked since 2020 due to COVID-19. Tenants are concerned it is a safety hazard not having a second means of egress. Sherry has relayed to the tenants that she has looked into this and the room is not big enough to require a second egress and this door does not have a lighted EXIT sign above it, and it is not an exterior door, therefore it is not considered another means of egress. The Avon Fire Department was contacted and came out and stated the same, that the room size does not require a second egress. The Board agreed this door will continue to be locked.

Sherry discussed the AUP (Agreed Upon Procedures) for FY21 is underway.

Next Board Meeting to be held February 10, 2022 at 5:00 pm. Kevin will be leaving for Florida on 2/1/22 and will not be at the meeting.

M/Laniewski, 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 to remain tabled. Sherry discussed she doesn't think a formal motion was made previously to table the Project# 018042 Exterior Door Replacement.

M/Edwards, S/Qualter. Motion to table Project# 018042 Exterior Door Replacement. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

New Business:

The FY22 Budget has been reverted due to the Board not approving the Management Services Agreement Amendment and calculations for the increase in Management Fee.

M/Edwards, S/Qualter. Motion to approve the Management Services Agreement Amendment and calculations for the increase in Management Fee in the FY22 Budget. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Correspondence: Sherry read 2 thank you notes to the Board from employees and 1 thank you note from the Veteran's House in Dartmouth, MA for the donation of afghans for all of their residents that were donated by Janet Jensen.

M/Qualter, S/Laniewski. Motion to adjourn meeting at 6:04 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director