

Avon Housing Authority

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TOWN OF AVON

2022 SEP 14 A 9:11

TOWN CLERK

MINUTES REGULAR MONTHLY MEETING May 3, 2022 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, May 3, 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 5:00 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:

Donna Fitzgerald	Tenant
Derek Staffier	Tenant

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

M/Edwards, S/Laniewski. Motion to approve the Regular Meeting Minutes of April 5, 2022. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

M/Qualter, S/Edwards. Motion to approve the January and February 2022 Operating and Balance Statements. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

M/Edwards S/Laniewski. Motion to approve the Vouchers through May 3, 2022. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the April 5, 2022 Board Meeting:

- The Avon Housing Authority currently has 11 vacancies

CHAMP update

King Street Property update, the Board would like Sherry to reach out to regarding selling this property.

Avon/Holbrook Housing Management Agreement update – no update, this has been on the Agenda as the Holbrook Housing Authority has had it on their agenda to discuss terminating it, no decision has been made as of yet.

DHCD Mandatory Board Training – Board has acknowledged this has to be done every 2 years. The board is concerned that at the end of the modules when you pass, they are not receiving a certification to print. Sherry will reach out to DHCD.

MassNAHRO Annual Conference May 22 – 25, 2022 Sherry, Janet and Judy will be attending Sunday- Wednesday and Kevin will attend Monday and Tuesday.

MassNAHRO Advertisement update - When submitting our advertisement for the MassNAHRO annual conference, what we ordered and what we paid were 2 different amounts. We owe them \$75.00.

M/Laniewski, S/Edwards. Motion to approve the additional \$75.00 for the advertisement in the MassNAHRO annual conference handbook. 4 Ayes, 0 Nays, motion passed.

M/Laniewski, S/Edwards. Motion to approve the write off of \$179.00 from a deceased tenant accounts receivable account. 4 Ayes, 0 Nays, motion passed.

Exterior Door and Window Projects update

The following items were discussed: mailboxes for standard units, new ashtrays for the smoking area will be ordered, umbrellas have been purchased for the patio tables. Numbers for doors will be ordered, Derek to power wash the patio before putting out patio furniture. Discussed putting a smoking area in down by buildings 20-23. Sherry and the board will look into areas that may be available for a smoking area. Sherry reminded the board that the smoking area will have to be ADA compliant. Stackable dryer, one is broken and cannot be repaired so we will need to order a new one. Derek is working on getting the gutters fixed.

Next Board Meeting will be held on June 14, 2022 at 5:00 pm.

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 to remain tabled.

New Business: None

Policies: Sherry had put the Travel Policy Update on the Agenda due to a PHN from DHCD that has increased the mileage allowance, however our policy is not affected as it states it is the current allowance as posted by DHCD.

M/Qualter, S/Laniewski. Motion to adjourn meeting at 6:10 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director