

Avon Housing Authority

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

MINUTES REGULAR MONTHLY MEETING June 23, 2022 5:00 P.M.

TOWN OF AVON
2022 SEP 14 A 9:11
TOWN CLERK

The Avon Housing Authority held a regular meeting on Thursday, June 23, 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

Guests/Tenants:	
Donna Fitzgerald	Tenant
Derek Staffier	Tenant
Marilyn Burgess	Tenant
Peter Tripp	Tenant

Donna Fitzgerald informed the Board that she would be recording the meeting.

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

M/Laniewski, S/Qualter. Motion to table the Regular Meeting Minutes of May 3, 2022. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

M/Laniewski S/Qualter. Motion to approve the Vouchers through June 23, 2022. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the May 3, 2022 Board Meeting:

- The Avon Housing Authority currently has 11 vacancies, 1 new lease was signed (transfer)

CHAMP update – as of today there are 3,282 applicants on the AHA waitlist

King Street Property update

Avon/Holbrook Housing Management Agreement update: this can finally be removed from the agenda and put to rest, as the Holbrook Chair has had this on the Holbrook Agenda for possible termination. However, at the most recent Holbrook Housing Authority Board meeting it was agreed by the Board to take no action on the current management agreement that is effective October 2018 through June 2023. Both Avon and Holbrook Housing Authority Boards will need to put this on their agendas and revisit this agreement prior to the expiration date which is June 2023, no further action, original management agreement will remain in place. Sherry mentioned DHCD has finally approved her contract and the management agreement in May 2022, therefore Sherry is no longer an employee at will.

DHCD Mandatory Board Training update – Sherry confirmed that DHCD is notified when a board member takes the training after the initial training, as the board member only receives a certificate of completion when the first initial training is completed.

Window Project update – no update

Attic Insulation and Ventilation Upgrades project update

Landscaping/lawn/bushes update: the AHA purchased a lawn mower and accessories, landscaper came out to evaluate the property for planting bushes and will send a proposal – but did suggest to no plant until the fall as the summer is too hot. Sherry will look into hiring someone to fertilize the lawn once maintenance starts mowing.

Gutter update – maintenance is working on having the 2 buildings that are currently in need repaired.

New stackable dryer update – a stackable dryer has been ordered and has a delivery date of the third week of July.

Door number and locks update – Door numbers have been ordered and are due in June 29, 2022.

ARPA Funds – intercom system – Sherry will work on applying these funds to the intercom system.

AHA resident cookout – will be held on Friday, August 5, 2022

Next Regular Board Meeting to be held on Tuesday, August 9, 2022 at 5:00 pm, there will be no July Regular Board Meeting.

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.

Policies:

Grievance Policy – Sherry discussed that the Grievance policy needs to be updated as the hearing officer term in the current policy has expired. Sherry will work on updating this policy according to regulations and guidelines.

Sherry presented the board with drafts of the following 3 required policies:

- Language Access Plan/Policy
- Equal Employment Opportunity Policy and Affirmative Action Plan
- Fair Housing Marketing Plan/Policy

These policies will need to be uploaded by June 30, 2022. Sherry has given the draft policies for the board to review and Sherry will tweak each policy according the guidelines and the Board will meet next Thursday, June 30, 2022 at 9:00 am for a special meeting to discuss and approve the above-mentioned policies.

M/Qualter, S/Laniewski. Motion to adjourn meeting at 5:48 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director