

Avon Housing Authority

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

MINUTES REGULAR MONTHLY MEETING August 9, 2022 5:00 P.M.

TOWN OF AVON

2022 SEP 14 A 9:13

TOWN CLERK

The Avon Housing Authority held a regular meeting on Tuesday, August 9, 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:

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|-----------------|---------------|
| 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:

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|------------------|--------|
| Donna Fitzgerald | Tenant |
| Derek Staffier | Tenant |

Janet Jensen opened the meeting and thanked Sherry for organizing and hosting the tenant's cookout. Special thanks to Derek, Lee Anne, T.L. Edwards and Judy for their help also. Great job Sherry for pulling it all together and thank you Sherry for clarifying any misconceptions about the Housing Authority to the tenants that were present, which were brought to the board and are being dealt with.

M/Laniewski, S/Edwards. Motion to approve the Regular Meeting Minutes of May 3, 2022, June 23, 2022 and July 19, 2022. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

M/Qualter S/ Laniewski. Motion to approve the Vouchers through August 9, 2022. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the June 23, 2022 Board Meeting:

- The Avon Housing Authority currently has 9 vacancies, 2 new leases were signed (transfers)

CHAMP update

King Street Property update

Window Project update

Attic Insulation and Ventilation Upgrades project update – no bids were received – will re-bid

Landscaping/lawn/bushes update - fall

Gutter update – Derek is working on

New stackable dryer update – ordered and waiting delivery

Door number and locks update – door numbers have all been installed

ARPA Funds – intercom system

AHA resident cookout held on August 5, 2022 was a great success, and will send a thank you note to T.L. Edwards on behalf of the board and the Authority for their raffle donations and food donations. We have received all positive feedback from residents who were thrilled to get out and see people. Some asked if we could have a weekly cookout. The board suggests we reach out to the COA to see if they are still interested in hosting any cookouts etc. as discussed in the past. Sherry will have Lee Anne reach out to the COA Director.

Derek will be on vacation from August 12 – August 19th.

Next Board Meeting to be held on Tuesday, September 13, 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:

Sherry presented the Board with the following Fiscal Year End 2022 Forms and Certifications:

1. Top 5 Compensation Form
2. Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.
3. Certification of Top 5 Compensation Form & Certification of Year End Financial Statements and Tenants Accounts Receivables Data.

M/Laniewski, S/Edwards. Motion to approve the Fiscal Year End 2022 Forms and Certifications as presented. 4 Ayes, 0 Nays. Unanimous vote.

Policies:

Grievance Policy – Sherry discussed that she is working on updating the grievance policy and has found a person that is interested in serving as the hearing officer. Sherry will follow the procedure according to the DHCD regulations and guidelines.

Policies: Travel Policy – no update needed with increase in mileage allowance. Sherry is working on tweaking the 3 following policies required by DHCD: Language Access Plan/Policy, Equal Employment Opportunity Policy and Affirmative Action Plan and the Fair Housing Marketing Plan/Policy.

Correspondence: Janet Jensen acknowledged a letter herself, Judy and Kevin received from the tenant in 9C.

M/Qualter, S/Laniewski. Motion to adjourn meeting at 5:30 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director