

Avon Housing Authority

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

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

TOWN OF AVON

2022 OCT -5 A 8:41

TOWN CLERK

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

Derek Staffier	Tenant
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Sherry Guilbault read and discussed the maintenance report.

M/Laniewski, S/Edwards. Motion to approve the Regular Meeting Minutes of August 9, 2022. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

M/Edwards S/Qualter. Motion to approve the Vouchers through September 13, 2022 as presented and to include check number 5370 will be voided. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the August 9, 2022 Board Meeting:

- The Avon Housing Authority currently has 10 vacancies (another anticipated at the end of the month).

CHAMP update – Sherry updated the board of the number of applicants on Avon’s waiting list and that these units will be filled with elderly and non-elderly applicants, until we reach the required 13.5% population of non-elderly. Two waiting lists have been pulled to fill seven elderly units; two more lists will be pulled to fill 4 non-elderly units. Cybersense and DHCD will be out on September 21, 2022 to help with CHAMP and pulling lists etc.

King Street Property update – Sherry still needs to reach out to DHCD.

Window Project update – in the pipeline, not out to bid as of yet

Attic Insulation and Ventilation Upgrades project update – new bids due 9/29/22

Landscaping/lawn/bushes update – discussed quote received

Gutter update – discussed quote received

New stackable dryer update – Dryer is in the warehouse, but CSC is very behind on installs, and will hopefully have a date for us this week.

Exterior Door locks/intercom system update

Line striping update – quotes have been requested

Community Room – A resident has requested to use the room for a small function in November. Board agreed we will start allowing residents to book functions.

Avon Community Christmas Program – Sherry is working with this program to reach out to our residents.

MassNAHRO Conference November 13-15, 2022, Danvers MA. Janet & Judy will be attending.

Next Board Meeting to be held October 4, 2022 at 5:00 p.m.

M/Laniewski S/Qualter. 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:

Grievance Policy – Sherry discussed that the person originally interested in serving as the grievance officer has changed their mind. Sherry is working on finding another candidate and will follow the procedure according to the DHCD regulations and guidelines.

Parking Policy. In the past the spaces were numbered and assigned to residents at Fellowship Circle, with the understanding that the AHA is not the parking police and if someone parks in your assigned parking spot you will need to park somewhere else. The board agreed they do not want to have assigned parking in the policy and spaces will no longer be numbered and will be labeled either "tenant parking" or "visitor parking" and it will be first come first serve, with no space holders such as orange cones etc. Sherry will put together a policy to discuss at the next meeting.

Sherry has tweaked 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.

M/Laniewski, S/Qualter. Motion to approve the Language Access Plan/Policy, Reasonable Accommodation/Modification Policy and the Fair Housing Marketing Plan/Policy. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Correspondence: Sherry read a letter of request from Jane Carthas, the Executive Director of the Avon Council on Aging. Jane would like to be added to the next Board Meeting Agenda to discuss mailboxes and meals on wheels. The board agreed to add this to the next Agenda.

M/Qualter, S/Edwards. Motion to adjourn meeting at 6:16 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director