

# *Avon Housing Authority*

One Fellowship Circle \* Avon, MA 02322  
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TOWN OF AVON

2023 MAR -6 A 9:57

TOWN CLERK

## MINUTES REGULAR MONTHLY MEETING November 22, 2022 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, November 22, 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:

Marilyn Burgess	Ellen Norian
Kimberly Hammond	Dan Norian
Towana Texeira-Rosario	Derek Staffier
Logan Fitzgerald	Maureen Sullivan
Donna Fitzgerald	Michael Ryman
Annemarie Hanf	Paul Garcia

Sherry Guilbault read and discussed the maintenance report.

**M/Qualter, S/Laniewski.** Motion to approve the Regular Meeting Minutes of October 4, 2022. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

**M/Edwards, S/Qualter.** Approval of the September 2022 Operating and Balance Statements. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the October 4, 2022 Board Meeting:

- The Avon Housing Authority currently has 11 vacancies
- CHAMP update – as of today there are 3,888 total applicants on our waiting list
- King Street Property update – Sherry still needs to reach out to DHCD.

- Window Project update – in the pipeline
- Attic Insulation and Ventilation Upgrades project update
- New stackable dryer update
- ARPA Funds – intercom system
- Next Board meeting to be held December 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 and read the recommendation letter for Project 018049 Attic Insulation and Ventilation Upgrade Rebid.

**M/Edwards S/Laniewski.** Motion to award Industry Solutions, Inc. the Attic Insulation and Ventilation Upgrade Project 018049. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry presented the ARPA Contract for Financial Assistance (CFA) 4001 in the amount of \$109,236.00.

**M/Qualter, S/Edwards.** Motion to approve the ARPA Contract for Financial Assistance in the amount of \$109,236.00. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Policies:

Grievance Policy –Sherry is working on finding another candidate and will follow the procedure according to the DHCD regulations and guidelines.

Parking Policy – Sherry discussed she has received a lot of phone calls, inquiries etc. regarding the new parking policy that will not include “assigned” parking spaces. Sherry discussed she thought it was best as we are coming into the winter season, to keep the parking policy as is with the current assigned parking spaces.

**M/Qualter, S/Edwards.** Motion to keep the parking policy as is, with assigned parking spaces. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Space Heater Policy – Sherry discussed that DHCD has published a PHN in regards to adopting a Space Heater Policy. The Board will discuss at the next meeting.

**M/Qualter, S/Edwards.** Motion to adjourn meeting at 5:32 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault  
Secretary/Executive Director