

Avon Housing Authority

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TOWN OF AVON

2023 MAR -7 A 9:18

TOWN CLERK

**MINUTES
REGULAR MONTHLY MEETING
January 26, 2023
5:00 P.M.**

The Avon Housing Authority held a regular meeting on Thursday, January 26, 2023 at 3:00 p.m. in person at the Community Room located at 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 3:06 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 Guilbault read and discussed the maintenance report.

Sherry discussed due to being out sick in November and most of December, she did not have the Minutes of the Regular Meeting of November & December ready to be approved.

M/Qualter, S/Edwards. Motion to table the Minutes of the Regular Meeting of November & December 2022. Unanimous vote, motioned passed.

M/Edwards, S/Laniewski. Motion to approve the October and November 2022 Operating and Balance Statements as presented. 4 Ayes, 0 Nays. Unanimous vote, motioned passed.

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

M/Edwards S/Laniewski. Motion to approve the Vouchers through January 26, 2023 as presented. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Sherry read and discussed the Executive Director's Report:

Vacancy and lease activity since the December 14, 2022 Board Meeting:

- The Avon Housing Authority currently has 11 vacancies

CHAMP update – some lists have been pulled, and more will be pulled. Sherry hopes to have all the ready vacancies filled within the next month to month in half.

King Street Property – no update

Window Project update – Phase I and Phase 2 will be merged.

Attic Insulation and Ventilation Upgrades project update.

FYE23 Budget Reverted – Sherry will have the reverted budgeted and paperwork needed to resubmit at the next board meeting.

Sherry skipped over the next 2 items on her report and said she would return back to them after the rest of the items.

Snow Removal – discussed that 2 local adults have offered to help tenants with snow removal from on and around their vehicles. The tenant's have been given the locals information to contact and have been informed that the Housing Authority does not employ these individuals and will not be involved in any of the process. Also discussed was the damage to the grass/walkways by the bobcat. It appears the bobcat is much wider than the walkways, which is causing this damage. The Board discussed and decided they would like Sherry to reach out to the contractor to see if they could use a smaller machine like a snowblower for the walkway snow removal instead of the bobcat, and to only use the bobcat in the parking areas. Sherry will contact the contractor.

Intercom System – this will be part of our upcoming Capital Improvement Plan.

Tenant Holiday Party – Due to Sherry being out sick in November/December no party was held. Sherry will let the board know when a date has been decided on.

Next Board Meeting to be held on Thursday, February 2, 2023 at 5:00 pm.

Holbrook/Avon Management Agreement – Sherry discussed that her Executive Session for her internal complaint was finally held last night. Sherry said she could not discuss the specifics as it was an executive session, however she informed the board that as of today the Holbrook Board still has the same board members in the same positions. Sherry discussed she was unsure of her future at the Holbrook Housing Authority given these circumstances. The board discussed that they are not, and have not been comfortable being associated with the Holbrook Housing Authority and the negative affects this management agreement has been on Sherry Guilbault and the Avon Housing Authority. Sherry reminded the board, that once DHCD is notified of the termination the Avon Housing Authority will be will be required to conduct the process as stated in a DHCD Public Housing Notice to hire a new Executive Director. The Board discussed terminating the Management Agreement effective immediately. Sherry reminded them and read Article 4. Suspension and Termination of the Management agreement and that Avon would be required to give sixty (60) days advance written notice. The board agreed they should give the sixty days' notice initially, but would like Sherry to reach out to the Housing Authority attorney

to see if the Avon Housing Authority could be released of the 60-day requirement with a waiver or such. Sherry will reach out to the attorney on the next business day.

M/Qualter S/Edwards. Motion to terminate the Management Agreement with the Holbrook Housing Authority effective March 31, 2023. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Avon PMR FYE22 was discussed. The Board discussed 2 emails/letters that they received in regards to the FYE22 PMR. The board said there is some confusion as DHCD sent them 2 separate letters, one dated December 9, 2022 and one dated June 2022. One letter said there was a strike and the other letter did not mention any strikes. Before the Board responds to the findings in this audit, they would like DHCD to clarify which letter is correct and would like them to resubmit the corrected letter and report so they can discuss at the next Board Meeting. Sherry will contact DHCD on behalf of the Board.

M/Qualter S/Edwards. Motion to table the discussion and responses to the FYE22 PMR report received by DHCD. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

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:

Project# 018049 Attic Insulation & Ventilation Upgrade.

Policies:

Sherry is still working on the Grievance, Parking and Space Heater Policy.

Any other business which may legally come before the Board:

Gary Qualter mentioned the flag out front is tattered, and could we replace it with a new one, possibly a larger one. Sherry said she would order one.

Janet Jensen made a motion to go into Executive Session. Sherry reminded Janet that depending on what the Executive Session is for, they may not be able to go into Executive Session. Janet stated right before tonight's meeting an attorney representing Norfolk County Retirement handed her a letter addressed to Holbrook Housing Authority and a copy of an unpaid bill by Avon Housing Authority to Norfolk County Retirement. She stated this should be discussed in Executive Session. Sherry was concerned they could be violating opening meeting laws by going into Executive Session, therefore this should either be put on the Agenda for a future meeting or discussed tonight in open session.

The board decided to discuss this matter in open session. The board discussed this letter and invoice, and why this was being brought to their attention tonight if the letter was for Holbrook Housing Authority and not to the Avon Housing Authority. The board was concerned about the outstanding invoice of the Avon Housing Authority that this attorney stated was due on January 1, 2023 and had not been paid. Sherry then referred to the Voucher Report that the board was presented with earlier in the meeting and voted on. The board confirmed that the payment for this outstanding balance that was due January 1, 2023 had been paid with a check dated January 20, 2023, as reflected on the Voucher Report.

M/Qualter, S/Laniewski. Motion to adjourn meeting at 4:36 p.m. 4 Ayes, 0 Nays. Unanimous vote, motion passed.

Respectfully submitted,

Sherry L. Guilbault
Secretary/Executive Director