

Avon Housing Authority

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MINUTES REGULAR MONTHLY MEETING June 12, 2018 5:00 P.M.

The Avon Housing Authority held a regular meeting on Tuesday, June 12, 2018 at 5:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 5:03 p.m.

Board Members Present:

M. Janet Jensen	Chairman
Kevin Edwards	Vice Chairman
Judy Laniewski	Treasurer
Louis Minchello	Clerk

Board Members Absent:
None

Others Present:

Sherry Guilbault	Executive Director
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Guests/Tenants:

Derek Staffier	Tenant
Joel Tower	Tenant

Sherry Guilbault presented and read the maintenance report.

M/Edwards, S/Laniewski. Motion to approve the Minutes of the Regular Meeting of May 3, 2018. Unanimous vote, motion passed.

M/Edwards, S/Minchello. Motion to approve the Minutes of the Emergency Meeting of May 18, 2018. Unanimous vote, motion passed.

M/Laniewski, S/Edwards. Motion to approve the 667 vouchers through June 12, 2018. Unanimous vote, motion passed.

Vacancy and lease activity since the May 3, 2018 Board Meeting:

8C	Vacant – 3/1/18- Nursing Home - Leased 5/24/18
22A	Vacant – 4/2/18 – Nursing Home- offered 6/8/18
14C	Vacant-5/1/18 – Nursing Home

Sherry Guilbault, Janet Jensen and Judy Laniewski attended the MassNAHRO Spring Conference May 20 -23, 2018 in Falmouth.

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Sherry Guilbault attended an MCCPO Training on May 23, 2018 in Falmouth.

Maintenance Garage Roof Project is almost done, gutters need to be replaced.

Air Source Pump Project update – waiting for test results.

New Maintenance truck was ordered.

Fencing at the end of Fellowship Circle will be taken down before the end of this week.

Sherry will look into the last time a land survey was done for Fellowship Circle.

FYE18 Budget still has not been opened or approved by DHCD.

Sherry discussed the On Call Policy that was adopted by the board on February 6, 2018. Although this policy was adopted on February 6, 2018 the line items were entered into the FYE18 budget and Sherry wants to clarify that this policy will be retroactive to July 1, 2017 once the budget is approved.

M/Minchello, S/Edwards. Motion to approve the On Call Policy that was adopted on February 6, 2018 to be retroactive to July 1, 2017 once the FYE18 Budget is approved. Unanimous vote, motion passed.

Sherry Guilbault to attend a SMEDA meeting on June 20, 2018 in Raynham, a CHAMP Training on June 25, 2018 in Woburn and a SHADO meeting on June 26, 2018 in Hingham.

The Board agreed to not schedule a July 2018 Board Meeting unless needed. Next Board Meeting scheduled for August 7, 2018.

M/Edwards, S/Minchello. Motion to accept the Executive Director's Report as presented. Unanimous vote, motion passed.

New Business:

M/Laniewski, S/Edwards Motion to accept the Operating & Balance Sheets for April 2018 as presented. Unanimous vote, motion passed.

M/Edwards, S/Laniewski. Motion to accept the Capital Improvement Plan as presented. Unanimous vote, motion passed.

The Maintenance Garage Roof Project Fish# 018029 was tabled until a future meeting.

Sherry presented an Emergency Case Plan to the Board.

M/Minchello, S/Edwards. Motion to adopt the Avon Housing Authority Emergency Case Plan as presented. Unanimous vote, motion passed.

M/Laniewski, S/Minchello. Motion to adjourn meeting at 6:00 p.m. Unanimous vote, motion passed.

Respectfully submitted,
Sherry L. Guilbault
Secretary/Executive Director