



# MINUTES

## TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: September 15, 2015 Time: 4:30 PM

Meeting Location: Norton Housing Authority, 120 West Main Street, Norton, MA Woodland Meadows Community Room

Members & Staff Present: Robert Salvo, Ralph Stefanelli, James Dinsel, Marlu Briggs, Michael Young

Members Not Present: \_\_\_\_\_

The meeting was called to order at 4:33 PM and adjourned at 5:59 PM

7/21/2015 Minutes from the Meetings at 6:00 PM were reviewed & Approved as written. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 5-0.

### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report & Budget Revision 2:** Treasurer's Reports from both July & August were reviewed and approved. Motion to accept minutes as presented was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor, 5-0. Budget Revision 2 was reviewed and approved. Motion made to accept the Budget Revision as presented by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 5-0.

### **Executive Director's Report**

**Timesheets:** For the month of July and August I worked on average 33 hours per week. A motion was made to omit my time sheets from the monthly board packets but continue to include my average hours worked in the ED report. Motion made by Mr. Stefanelli, seconded by Mr. Salvo; in favor 4-1.

**W/D Account:** The monthly deposit for this account during August was \$806.75 & during September was \$741.75. A copy of the Laundry Policy was included for the Boards perusal.

**MassNAHRO:** The upcoming offerings were provided to the Board.

**Work Orders:** For the months of August & September were included in the Board packet. A motion was made to discontinue including the work orders in the Board packet by Mr. Stefanelli, seconded by Mr. Salvo; not in favor 2-3.

**Board Business:** Nothing was added during the meeting for the October agenda.

**October Regular Meeting 1 Week Early:** Due to a schedule conflict for the ED, the board agreed to hold the next regularly scheduled meeting one week early on October 13, 2015 at 4:30 PM.

**Smoking Area:** The smoking area has been well received by the community. During the July "Let's Chat" the residents in attendance mentioned that the non-smoking area wasn't necessary as even the non-smokers enjoyed chatting with the group in the smoking area.

***Walking Path to NHS:*** Mr. Stefanelli offered to the Board that he had a conversation with Superintendent Joe Baeta about the walking path from NHA to the High School. He learned that Mr. Baeta has discussed this with the Town Manager, Mike Yunits, and due to costs associated with converting this land into a suitable walkable path, it was not in the budget at this time. Mr. Baeta. Commission. Mr. Young, Board member, requested permission from the board for him to look into this further with the Superintendent. The Board agreed as long as Mr. Young complied with the wishes of the Superintendent. A motion for Mr. Young to explore the walking path was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 5-0.

**Mansfield Bank – Commissioner Signatures:** The Bank Manager, Jeane Matos, came to the meeting to obtain signatures necessary to include 2 new board members for signatory privileges and remove one past member from signatory privileges. A motion to add 2 signers and remove 1 signer, was made by Mr. Young, seconded by Ms. Briggs; all in favor 5-0.

**Capital Improvement Plan FY 2016:** The capital improvement plan for FY 2015-2016 was presented to the board, reviewed and approved. A motion to approve the plan as presented was made by Mr. Dinsel, seconded by Mr. Young; all in favor 5-0.

**Resident Handbook:** A revised handbook was reviewed and approved by the Board. A motion approve the handbook was made by Mr. Young and seconded by Ms. Briggs; all in favor 5-0.

**NHA By-Law Review:** The existing NHA By-Laws were reviewed by the Board. Changes to the document include gender friendly position names and an update to the Order of Business. The revised By-Laws will be reviewed at the next meeting.

**Policies – Collective 2015:** The Board has a large packet of all the NHA policies and will review them for the October meeting.

**Laundry Policy:** No revisions were requested for this policy.

**Nepotism Policy:** A policy for nepotism was brought before the Board for review and approval. A motion to approve the policy as presented was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 5-0.

**Winter Parking Policy:** Earlier in the year a winter parking memo was approved by the board. The ED requested this memorandum be replaced as a policy. A motion was made to approve the memorandum as a policy by Mr. Salvo, seconded by Ms. Briggs; all in favor 5-0

**Storage Areas at end of Buildings:** Use of the storage areas beneath stairways in resident buildings was brought into question by a Commissioner. The Board requested that residents' belongings be removed from all storage areas and the areas be inspected by the maintenance staff for safety and going forward are to be used by maintenance exclusively.

**HSFY 2015 Porch Work Building B & C:** Final payment certificate was not presented to NHA by the contractor in time for the September meeting.

**Light Poles:** At last the street light poles along the front roadway have been painted.

**Lead Paint Verification:** On an annual basis, NHA is required by DHCD to certify that to their knowledge, lead paint does not exist on the premises. A motion was made to re-certify that to the knowledge of the board, lead is not present at either NHA property by Mr. Dinsel, seconded by Ms. Briggs; all in favor 5-0.

**Vacated Tenant Outstanding Balances:** On an annual basis our Fee Accountant, Gary DePace, requests that uncollectable outstanding balances be written off to avoid confusion with A/R reporting going forward. The board approved the write-off as follows: Woodland Meadows - \$2162.00; Jacobs Way - \$841.12. A motion was made to write off balances as reported above by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 5-0.

**List of Documents and Other Exhibits used at Meeting:**

- Minutes, Treasurers Report and Budget Revision 2
- All reports, policies & verifications.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

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Chairman Signature:

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