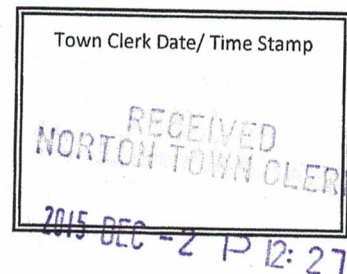




# MINUTES

## TOWN OF NORTON



Board/ Committee: Norton Housing Authority

Meeting Date: October 13, 2015 Time: 4:30 PM

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

Members & Staff Present: James Dinsel, Marlu Briggs, Michael Young & Andrea  
Downey

Members Not Present: Robert Salvo & Ralph Stefanelli

The meeting was called to order at 4:30 PM and adjourned at 5:20 PM

9/15/2015 Minutes from the Meetings at 4:30 PM were reviewed & approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

9/24/2015 Minutes from the Meetings at 8:00 AM were reviewed & approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

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

**Treasurer's Report:** Report for the month of September will not be available until next month's meeting due to the year end on 9/30/2015. Fiscal year 2016 budget was reviewed by the board with a presentation from our fee accountant, Gary DePace. The board accepted the FY 2015 budget and a motion was made by Mr. Dinsel, seconded by Ms. Briggs; all in favor 3-0.

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

**Timesheets:** I worked an average of 36.5 hours during the month of September.

**W/D Account:** For the month of October the deposit was \$744.25

**MassNAHRO:** Upcoming offerings were presented to the Board.

**Work Orders:** For the month of September were reviewed by the board.

**Board Business:** No topics for November's meeting were requested by the Board.

**Ethics Acknowledgement for Town of Norton:** An email will be received by each Board Member by the Town Clerk; all that is need is a reply to that email.

**Contract for Financial Assistance:** DHCD has granted NHA \$48,412.00 from their Compliance Reserve Fund to make ADA modifications to 2 handicap bathrooms. A new CFA plan adding this amount to our contract was presented to the Board. After review, a motion was made to accept the CFA contract with a motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

**Exterior Deck Painting Substantial Completion & Final Completion:** The board was presented with both certificates and accepted them as presented with a motion from Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

**HSFY 2015 – Substantial Completion & Final Payment:** The board was presented with both certificates and accepted them as presented with a motion from Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

**NHA Policies:** The board was presented with a packet of the Authorities existing policies for review at the September board meeting. The board accepted the policies as presented with a motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

**NHA By-Laws:** The existing By-Laws were presented to the Board at the September meeting. The revisions were minimal, simply removing Chairman and replacing it with Chairperson and minor adjustments to the order of business.

The revised By-Laws were accepted by the board with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

**Department of Utilities:** In an effort to prepare for the net metering contract with Sun Connect, we were advised that A contract would need to be executed with the Department of Public Utilities. After consulting with my DHCD contact, Paul McPartland, I prepared the application and submitted it to the board for review and signature. The application was accepted by the board with motion made by Mr. Young, seconded by Ms. Briggs,; all in favor, 3-0.

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

- Minutes, Treasurers Report and Budget
- Executive Directors Report
- CFA, Certificates of Substantial Completion & Final Completion
- Policies, Bylaws & Department of Utilities Application

Minutes respectfully submitted by:

Andrea Downey



Minutes Approved by Committee on:

11/17/15

Chairman Signature:

