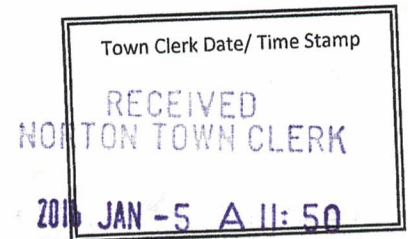




MINUTES

TOWN OF NORTON



Board/ Committee: Norton Housing Authority

Meeting Date: November 17, 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 4:32 PM and adjourned at 5:19 PM

10/13/2015 Minutes from the Meeting on 10/13, 2015 at 4:30 PM, were
& reviewed & approved as written. Motion made by Mr.
11/12/2015 Young, seconded by Ms. Briggs; all in favor, 3-2. Minutes
from the Meeting on 11/12, 2015 at 8:00 AM, were
reviewed & approved as written. Motion made by Mr. Young,
seconded by r. Stefanelli; all in favor, 3-2.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the month of September was reviewed and approved as presented. Motion made to accept the Treasurer's report for September was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 5-0. Report for the month of October was reviewed and approved as presented. Motion made to accept the Treasurer's report for October was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 5-0. Quarterly reports for the 4th quarter were reviewed and approved as presented. Motion made to accept the Quarterly reports was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 5-0.

Executive Director's Report:

Timesheets: I worked an average of 33.25 hours during the month of October.

W/D Account: For the month of October the deposit was \$721.25.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Board Business: To be placed on December's agenda: Smoking Area Canopy & Pick-up Truck.

Windows Phase 4: The board reviewed the bid tabulation for the phase 4 window project. CBBC, LLC was the DHCD approved and apparent low bidder at \$89,467.00 plus the alternate of \$7500.00. The cost for this project including the alternate totaling \$96,967.00. The board voted to accept the base bid and the alternate bid in the amount of \$96,967.00 as presented by CBBC, LLC and to accept the contracts once they arrive from DHCD / contractor with a motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor 5-0.

Capital Improvement Plan: Our FY 2016 CIP was approved at our September 2015 meeting. We needed to add the CDBG-DR project for the connection to the Waste Water Treatment Plant, development wide drainage correction and re-surfacing our asphalt roadways and possibly parking areas. The addition of the CDBG-DR project to our CIP plan was reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 5-0.

Snow Blower: We purchased a new snow blower for the 2015-2016 snow season. I suggest posting one of the three snow blowers we currently have on Municibid. The board agreed and voted to place one of the three snow blowers on Municibid with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 5-0

Sun Connect Contract: The contract from Sun Connect, for our solar energy program was presented to the board for review. The board agreed to accept the contract only after approval by DHCD. A motion was made to have the Chairman sign the solar contract once the contract is approved by DHCD with a motion made by Mr. Salvo, seconded by Mr. Young; all in favor 5-0

Food Safety: The breakfast program is presently stalled until I have been trained by Eastern Food & Safety for a managerial food safety certification. Additionally, I would like to have 5 volunteers trained for food handling. A motion was made to approve my training for the managerial Serve Safe program and to have 5 food handlers trained by Mr. Stefanelli, seconded by Mr. Young, all in favor 5-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- Executive Director Report & attachments
- Window Bid Tabulation, CIP Modification
- Solar Contract

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

