



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

RECEIVED
NORTON TOWN CLERK

2016 APR 13 P 12:57

Board/ Committee: Norton Housing Authority

Meeting Date: February 23, 2016 Time: 4:30 PM

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

Members & Staff Present: Robert Salvo, James Dinsel, Marlu Briggs,

Members Not Present: Michael Young, Ralph Stefanelli

The meeting was called to order at 4:30 PM and adjourned at 5:48 PM

1/19/2016 &
2/4/2016

Minutes from the January 19, 2016 Meeting were reviewed & Approved as written. Motion made by Mr. Salvo, seconded by Ms. Briggs; all in favor, 3-0. Minutes from the February 4, 2016 Meeting were reviewed & Approved as written. Motion made by Mr. Salvo, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of January 2016 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of January.

W/D Account: For the month of February the deposit was \$582.50.

MassNAHRO: Upcoming offerings were presented to the Board. Marlu requested to re-take the Financial Workshop; the Chairman was in favor.

Work Orders: Were reviewed by the board with no comment.

Monthly Checks: Were reviewed by the board with no comment. A motion to accept accounts payable for the month of January was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Board - NEW Business: The board would like to explore hiring a full time 24 hour security guard and explore 6 yard dumpster with a door.

POW MIA Flag- The flag has been purchased and installed.

Guyder Hurley AUP Report: The board is familiar with this report, as they had already reviewed the draft. This report is the final report on the AUP Audit. NHA received no findings and 4 recommendations that have been put in place.

Camera's: The board is in favor of increasing safety at both NHA sites. They would like to factor in funding for a camera system to record incoming and outgoing traffic at both sites with our FY 2017 budget.

Maintenance Position: One of our maintenance staff is retiring as of 3/18/2016. The board requested to review the ad and requested that minor plumbing & electrical repairs and bobcat be removed from the ad. The ED was advised by a member of the board that our maintenance staff must obtain the proper licensing to operate the Bobcat. NHA will pay any costs required for licensing.

MassNAHRO Spring Conference: Two board members expressed interest in attending the full day on Monday to include breakfast, lunch and dinner.

CFA Amendment: The board reviewed & accepted the CFA contract prepared by DHCD. A motion was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0 by roll call.

Solar Contract: The board reviewed the Solar Contract prepared by East Light Solar, with DHCD's oversight. However, DHCD indicated they are not authorized to act as our attorney in this matter. The board requested that the ED have the contract reviewed by an attorney, with particular attention to cost. A motion was made to move forward

provided the result from the attorney's review is favorable, by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0 by roll call.

Municibid: The online auctions winning bidder for the sale of the Ariens snow blower was for \$455.00. A motion to accept the highest winning bidder by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0 by roll call.

Smoking Canopy: As suggested by a board member, I contacted Steel Lok Buildings and have received a quote for a smoking canopy, installed for \$2750.00. This builder has included 5 additional bows to handle any snow load issues. The board approved the use of the debit card to place a non-refundable deposit with the vendor in the amount of \$231.00 with a motion by Ms. Briggs, seconded by Mr. Salvo; all in favor 3-0 by roll call.

CIP Project: The board was provided with an update to the projects on going at NHA.

ADA Bath Project: The board was presented with 2 change orders for this project. Due to a code change in the tub drain piping for the 2 roll-in showers, the existing 1 1/2" drain had to be brought to code with a 2" pipe. Due to this unforeseen issue, the cost to this renovation was increased. The Architect, John Ciccariello, and our Construction Supervisor at DHCD, Thomas Mulvey, approved the change order costs of M112, \$4770.18 and G62 \$830.00. A motion was made to approve the change order for M122 by Mr. Salvo, seconded by Ms. Briggs; all in favor; a motion was made to approve change order for G62 by Ms. Briggs, seconded Mr. Salvo; all in favor 3-0 both by roll call vote.

Roof Project: The board reviewed the bid tabulation and approved the lowest bidder with both alternates and approved the contract in the amount of \$158,655.00 with a motion by Mr. Salvo, seconded by Ms. Briggs; all in favor by roll call.

CDBG-DR: The board was advised the contract presented for the Consultant may have revisions that are not included in this draft. It was decided by the board to wait and review the final document.

YMCA Class Information: The board was presented with a program offered to NHA by the YMCA in Attleboro called Enhance Fitness. This program is a nationwide evidence based program to help individuals stay active. The cost for this program to run will be \$500.00 program initiation fee and \$1050.00 for 1 /10-week session with 3 classes per week for a total of \$1550.00. A motion was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Breakfast Program: We are working to launch this program the first Monday in April. We are trying to set-up shop and secure volunteers to be ready. We need to make a few on line purchases for this program. A motion was made to purchase 12 bowls, 2 toasters, 2 cutting boards using the debit card by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Management Plan Section 4 & 5: The board received section 4 at the February 4th meeting and they received section 5 at this evenings meeting. The board had no comments on section 4.

Service Animal Policy: A policy approved by our pilot attorney was presented. This policy is in the management plan. The board reviewed it and a motion to approve the policy was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Satellite Dish Policy: A policy approved by our pilot attorney was presented. This policy is in the management plan. The board reviewed it and a motion to approve the policy was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Other Business: NONE

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report
- CFA Agreement, Solar Contract, Municibid Results
- ADA Tub Change Orders 1 & 2, Roof Bid Tabulation, CIP Project information
- Service Animal & Satellite Policy
- All documentation pertaining to each item listed above.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

