



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

RECEIVED
NORTON TOWN CLERK

2016 APR 25 P 1:40

Board/ Committee: Norton Housing Authority

Meeting Date: March 15, 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, Michael Young

Members Not Present: Ralph Stefanelli

The meeting was called to order at 4:30 PM and adjourned at 5:42 PM

2/23/2016 Minutes from the February 23, 2016 Meeting were reviewed
& Approved as written. Motion made by Mr. Salvo,
seconded by Ms. Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of February 2016 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Salvo, seconded by Mr. Young; all in favor 4-0.

Executive Director's Report:

Timesheets: I worked an average of 33.25 hours during the month of February. I will be on vacation the week of March 21st.

W/D Account: For the month of March the deposit was \$725.75.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts Payable Register for the month of February was reviewed by the board. A motion to accept the APR was made by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

Security Guard: The board discussed the possibility of hiring a security guard. I incorrectly stated that the desire was for 24/7, when in fact the request was made for the weekends. Due to the additional patrols by the NPD, it was the wish of the board to revisit this at a later date.

Board – NEW Business- Community room kitchen hot water tank is not adequate and the board would like to explore another option; In general hot water is not adequate for resident units, the board would like to check the temperature of the tanks; bicycle rack to be placed on the shuffle board courts to accommodate residents with bicycles.

Common Area & Unit Safety Policy: The community room was packed with residents interested in this policy. Many suggestions were made to improve the policy and the board requested this be placed on the agenda for next month.

Laundry Room Policy: This policy was read out loud and reviewed by the board. A motion was made to accept the laundry room use policy by Ms. Briggs, seconded by Mr. Young; all in favor, 4-0.

CIP Project Information Update: The project list was reviewed by the board.

Painting Project: This project has begun at LMN. In response to the architect and a few painting contractors, I have revised the color palette for these buildings to include the Sherwood Tan and Fresh Clay.

Window Project: This project is in the mobilization stage and will be up and going soon.

ADA Project Final Requisitions: This project is complete and 4 bathrooms have been updated. A motion was made for each of the following: requisition 3 in the amount of \$10,494.00; requisition 4 (final) in the amount of \$8269.99; certificate of substantial completion and certificate of final completion, by Mr. Salvo, seconded by Ms. Briggs, all in favor 4-0 with Roll Call vote.

Management Plan Sections 6 & 7 – These sections will be emailed to the board this week.

Solar Contract: At the suggestion of the board, this contract was reviewed by Brown Rudnick. I negotiated the initial \$4500.00 estimate down to \$2500 and solicited the solar company to split the cost with NHA. The solar company solicited Stoughton Housing Authority, another Purchaser to this project, to share costs. Ultimately, the cost was \$1980.00 and was split between the three of us.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report
- Policies, contracts and project information

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

4/19/14

Chairman Signature:

