



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: May 18, 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, Ralph Stefanelli

Members Not Present: _____

The meeting was called to order at 4:30 PM and adjourned at 5:50 PM

4/19/2016 Minutes from the April 19, 2016 Meeting were reviewed & Approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor; 3-0, 2 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of April 2016 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Salvo; all in favor 5-0.

Executive Director's Report:

Timesheets: I worked an average of 33 hours during the month of April.

W/D Account: For the month of April the deposit was \$623.00.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board for the month of May.

Monthly Checks: Accounts Payable Register for the month of March & April were reviewed by the board. A motion to accept the APR for March & April was made by Mr. Young, seconded by Mr. Salvo; all in favor, 5-0.

Check Signors: Two board members have agreed to stop into the office on the first Thursday of each month after 1 PM to sign checks.

Water Quality: The water main break at Woodland Meadows on May 17th and the quality of water at this development was discussed by the board.

Board – NEW Business- possibility of adding water pipes as part of the CDBG-DR grant.

Voice Mail: We will be replacing the household 3 line phone system in the office to an updated system with voicemail.

Repayment Agreement Policy: was reviewed and approved by the board. A motion to accept the policy as presented was made by Mr. Salvo, seconded by Mr. Young; all in favor, 5-0.

Cell Phone Policy: This policy was reviewed and approved by the board. A motion was made to accept the Policy as presented by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 5-0.

Email Policy: was reviewed and tabled for next month. The board would like to incorporate social media use into this Policy. A motion to table this topic was made by Mr. Salvo, seconded by Ms. Briggs, all in favor, 5-0.

PHN 2016-09 Wage Match: the public housing notice on wage match was reviewed by the board. A motion to accept PHN 2016-09 was made by Mr. Salvo, seconded by Ms. Briggs, all in favor, 5-0.

Management Plan 2016: this document was tabled in light of the pending update to the email policy. A motion to was made to table this policy until the June meeting by Mr. Salvo, seconded by Mr. Young; all in favor 5-0.

Close Waitlist 705 / 2 bedroom: Due to the length of the 2 bedroom waitlist, more than 100 applicants, the board approved this closure. A motion was made to accept the closure of the 2 bedroom family waitlist at Jacobs Way for one year by Mr. Young, seconded by Mr. Salvo; all in favor 5-0.

CIP Project Information Update: The information for on-going projects was reviewed by the board.

Exterior Paint – Change Order & Final Documents: The only documentation available was the Change Order. During the April monthly board meeting the Change Order was approved. During the meeting in May the Change Order was signed by the Chairman.

AC Contracts: the bid tabulation was approved during the April meeting; contracts were reviewed by the board and signed by the chairman.

Roof Project: a Change Order will be necessary to address rotted siding and fascia on the two small stairwell portions Of each of the 4 roofs being done. The board approved repairs to move forward provided that repairs do not exceed \$3000.00 and DHCD & the architect are in agreement with the changes and the costs involved.

CDBG-DR Sub-Grantee Agreement: was reviewed and approved by the board. A motion to approve the agreement was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 5-0.

Security Guard: was discussed briefly by the board. Enough information was not known at this time to move forward. As a result, a motion was made to take this item off the table and take no action by Mr. Stefanelli, seconded by Mr. Young; all in favor 5-0.

Golf Cart Municibid: this auction resource brought in a price of \$815.00 for the golf cart. A motion was made to accept this offer by Mr. Young, seconded by Mr. Salvo; all in favor 5-0

Giant Leaf Vac Municibid: this auction resource brought in a price of \$1,222.22 for the leaf vac. A motion was made to accept this offer by Mr. Young, seconded by Ms. Briggs, all in favor 5-0.

Other Business: Topics not reasonably anticipated 48 hours in advance.

Adjourn

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:

Chairman Signature:
