



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: June 2, 2016 Time: 8:00 aM

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

Members & Staff Present: James Dinsel, Marlu Briggs, Ralph Stefanelli, Michael Young

Members Not Present: Robert Salvo

The meeting was called to order at 8:27 AM and adjourned at 9:05 AM

5/18/2016 Minutes from the May 18, 2016 Meeting were reviewed & Approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussion:

Mansfield Bank ACH Transactions: Our Fee Accountant has requested that we eliminate our current Payroll Service, PAYCHEX, and use our in house software program instead. Mansfield Bank began offering ACH transactions during May of this year which will facilitate direct deposit for payroll. Additionally, we will be able to add a tenant rent debit feature and an automatic check deposit machine to eliminate dropping deposits by the bank. We reviewed the functions NHA would be able to take advantage of and the board was in agreement with this change. A motion was made to accept the Mansfield Banks Banking Online Resolution Agreement with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Roof Project Change Order: This topic has been before the board in previous meetings, but the final documentation was ready for signature by the board Chair. A motion was made by Mr. Dinsel, seconded by Ms. Briggs to accept the **June board Meeting:** I will be away for the June board meeting. We have re-scheduled the meeting for June 14, 2016 at 4:30 PM.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- Bank Agreement & Change Order
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Minutes respectfully submitted by: Andrea Downey

Minutes Approved by Committee on: _____

Chairman Signature: _____