



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: June 14, 2016 Time: 4:30 PM

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 4:34 PM and adjourned at 6:10 PM

6/2/2016 Minutes from the June 2, 2016 Meeting were reviewed & Approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

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

Executive Director's Report:

Timesheets: I worked an average of 34 hours during the month of May.

W/D Account: For the month of May the deposit was \$889.25.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Were provided for the month of May and were reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board – NEW Business: AED Donation was discussed. ED will work with local charitable organizations to donate this life saving device. The board would like to discuss Gypsy Moths during July.

Roof Project Final Completion Documents: Final documents for the roof project were presented to the board. A motion was made to approve Change Order 2 in the amount of \$1988.00, Requisition 2 in the amount of \$87,818.00, Requisition 3 in the amount of \$8334.00, Certificate of Substantial Completion & Certificate of Final Completion was made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Window Project Final Completion Documents: Certificate of Substantial Completion was reviewed by the board and approved with a motion made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0

CIP Project Information Update: The board reviewed the updated information.

Email Policy: Email policy was reviewed by the board and approved with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Social Media Policy – DRAFT: The draft of this policy was reviewed by the board. The Ed recommended that a policy would not be needed until we have social media at NHA, such as Facebook or Instagram.

Affirmative Action Policy: Was reviewed by the board. A motion was made to accept the policy by Ms. Briggs, seconded by Mr. Young, all in favor 2-2, Not passed. The board requested additional information concerning this type of policy to be brought to the July meeting.

Parking Policy – Discussion: The continued violation of resident assigned spaces was discussed. It was decided that a policy be drafted by the ED for the July meeting to include towing of violators, numbering of each space and moving the signs to the front of the parking areas.

Management Plan – Changes: The board approved changes made to the management plan as presented, 1. Page 27 – Indication we have no LTO at present; 2. Page 59 - Travel Time for on-call, call-outs will include travel time to and from the site; 3. Page 59 - Maintenance will not be paid travel time for Lockout calls; and 4. Page 64 - the Ed can use flex time during the bi-weekly pay period to equal the total hours required, by motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

CDBG-DR Invoice Approval: A motion was made to approve Payment Request 3 for the CDBG-DR project to GCG Associates in the amount of \$3584.50 by Mr. Young, seconded by Ms. Briggs; all in favor 4-0

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

Municibid: A request was made to use the on-line auction to sell the old power washer, Adirondack chairs, old telephone system and the coin wrapper machine. A motion was made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Adjourn: at 6:10 PM

List of Documents and Other Exhibits used at Meeting:

- **Minutes, Treasurers Report and Budget Revision**
- **All Project requisitions and paperwork, policies, management plan details and invoices.**

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
