



# 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.

