



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: July 19, 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, Ralph Stefanelli, Michael Young

Members Not Present: Marlu Briggs

The meeting was called to order at 4:30 PM and adjourned at 6:39 PM

6/14/2016 Minutes from the June 14, 2016 Meeting were reviewed & Approved as written. Motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor, 2-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of June 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 3-0. Budget Revision 1 was reviewed and approved as presented. Motion made to accept Budget Revision 1 was made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 33.5 hours during the month of June.

W/D Account: For the month of June the deposit was \$624.50.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: June payments were reviewed by the board. A motion to approve payments made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Board – Topic to add units to the Jacobs Way development onto the September Agenda.

Board Concerns with Administration: The Board does not have any concerns with the administration as reported and offered a vote of confidence after a discussion as a group. A motion was made to commend the manager for the performance of all staff, toward the betterment of this authority by Mr. Stefanelli, seconded by Mr. Young. All in favor 3-0.

Telephone System – Discussion about using the new system for Monday – Thursday evening emergencies, Friday – Sunday will continue to be directed to the answering service. The board requested that all residents be notified of the new system and extensions for all employees & departments, use of the new systems routing of calls to answering service Monday – Thursday, and Friday – Sunday calls go directly to the answering service was approved by the board.

Pet Security Deposit Return – As a regular monthly item, I will be presenting the board with any pet deposit returns as these payments are made by money order, directly from the security deposit for pets account. For the month of June, one pet security deposit was disbursed in the amount of \$161.34

RFCU debit Card Purchases – Two items require approval for purchase by debit card: refrigerator shelf \$30.58 & postage pinwheels for large envelopes \$27.00. The board is aware that typically with online purchases, pricing can change from day to day and they accept prices for these items as they fluctuate within reason. A motion made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Annual Cookout date – September 16th is the date!

Municibid – Five items will be placed on Municibid for auction: Power Washer, Adirondack Chairs, Telephone system, Coin Wrapper Machine, Hot Point Range 24". Motion to list all items on Municibid made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0

CIP Project Information Update: Information was shared with the board

Concrete Sidewalk Bid tabulation: The bid tabulation was reviewed by the board; all bidders had required documentation, the lowest qualified bidder being JH Landscape & Construction, Inc., references were excellent, base Bid \$15,300.00; Alternate 1 \$7020.00; Alternate 2 \$3,150.00; All three totaling \$25,470.00. Motion made to accept the base bid, alternates 1 & 2 for a total price of \$25,470.00 by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

AED: Will be looked at by the Lions Club sometime this fall.

Caterpillars: Flynn Pest control exterminated the buildings on June 17th. The treatment will also reduce the amount of moths that will populate after the caterpillars. Total cost for treatment \$2800.00.

RCAT Nomination: A motion was made to nominate Commissioner Young as the RCAT Representative, by Mr. Stefanelli, seconded by Mr. Salvo, all in favor 3-0.

Solar Power Amendment: The board reviewed the error made on the solar power estimated annual production schedule 4. A motion was made to accept the amendment correcting this error, by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Painting Project Final Completion: The board reviewed the Certificate of Final Completion for the paint project. A motion was made to approve the certificate by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Management Plan Questions: No questions on the plan at this point.

CDBG-DR Update: The board reviewed the Engineer's Minutes of our Meeting on June 29th.

Jacobs Way Rear Septic System: The rear septic system is showing signs of failure as the D-Box is flooded and water is at a high level in the tank. The Technician from Bay State indicated the system would not pass a Title V Inspection. DHCD has recommended doing the chemical treatment due to the length of time to get a project like this out for bid.

Affirmative Action Policy: The board reviewed the policy and a motion was made to accept as presented, by Mr. Stefanelli, seconded by Mr. Young, all in favor 3-0.

Outside Water Use Policy – Was reviewed by the board. It was requested that the language referring to wheelchairs, walkers & canes be removed. Motion to approve policy with changes was made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

Parking Policy: Was reviewed by the Board. Motion to approve the policy as it was made by Mr. Young, seconded by Mr. Stefanelli, all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report, Budget Revision 1 & all items in Directors Report
- Bid Tabulations, Policies, etc.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
