



# MINUTES

## TOWN OF NORTON

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Board/ Committee: Norton Housing Authority

Meeting Date: November 15, 2016 Time: 4:30 PM

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

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

Members Not Present: Robert Salvo

The meeting was called to order at 4:30 PM and adjourned at 6:50 PM

10/25/2016 Minutes from the October 25, 2016 Meeting were reviewed & Approved as presented. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** Report for the Months of September & October 2016 were reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

4<sup>th</sup> Quarterly Reports & Modernization Reports for FY 2016 were reviewed and approved as presented. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

Annual Budget FY 2017 was reviewed at length with our Fee Accountant, Gary DePace, and approved by the board. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor, 3-0.

Schedule of Positions & Compensation was reviewed & approved by the board. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor, 3-0.

### **Executive Director's Report:**

*Timesheets:* I worked an average of 32 hours during the month of October.

*W/D Account:* For the month of October the deposit was \$669.50.

*MassNAHRO:* Upcoming offerings were presented to the Board.

*Work Orders:* For the month of October were reviewed by the board.

*Monthly Checks:* Checks for the month of October were reviewed and approved by the board. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

*RCAT Vote:* After our October board meeting, I sent an email to the board requesting their consideration / recommendations for voting on the RCAT Advisory Board. I did not receive a reply from any members of the board in response to my request, so I cast the ballot for NHA on 11/1/2016 and presented the selection for approval. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

*Vacancy Report* Was reviewed and explained in detail to the board.

*Board – New Business* – Phone system deficiency update prior to the next regularly scheduled board meeting & children in the laundry room.

*Aerial Lift* We plan to clean the gutters sometime this fall at Woodland Meadows with an aerial lift. I presented the board with 3 quotes from local vendors and the lowest bidder was NES Rentals out of East Providence, RI. A motion was made to accept the lowest bidder in the amount of \$1273.00 to rent an aerial lift for 5 days. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0

*Solar Update* The office staff will be visiting the solar array site at the end of the month. The board expressed interest in going.

*WWTP Update* The office staff visited Easton Housing Authorities WWTP earlier this month and I shared with the board our experience.

*Donation to COA – Small Desk* I requested permission to donate a small desk in the back office to the Norton Council on Aging. The board agreed to the donation with a motion made by Mr. Young, seconded by Ms. Briggs, all in favor, 3-0

**CIP Project Information Update** was reviewed by the board. Payment requisition 4 for the AC Project was reviewed and approved by the board. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0. Payment for Certificate of Final Completion & Substantial Completion for the Window project was reviewed and approved by the board. Motion made by Mr. Stefanelli seconded by Ms. Briggs all in favor 3-0.

**State Appointed Member** Information was shared on the new policy for re-appointment for the Governor's State Appointee.

**Crosswalk** – I shared with the board the application submitted to MassHighway, to continue our request for a stop Pedestrian Actuated Signal.

**CDBG-DR Requisition 3, 4 & 5** All 3 requisitions were reviewed & Approved to the board for approval. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0

**PHN 2016-30** In accordance with this Public Housing Notice, LHA's are required to obtain board approval for the Fair Market Rent & Fair Market Income schedule used for determining eligibility for participation in the State-Aided Public Housing program. The board reviewed & approved the notice. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**Veteran's Policy Revised** in accordance with PHN 2016-29 & PHN 2016-32 our Veterans Benefit Allowance Policy was revised. The Revised Veteran's Benefit Allowance Policy was reviewed by the board and approved. Motion made by Mr. Young, seconded by Mr. Stefanelli all in favor 3-0

**Municibid Results** The final bid for an older Ariens Snow Blower was returned by Municibid for a sale price of \$295.00 was reviewed & approved by the board. Motion made by Mr. Young, seconded by Mr. Stefanelli all in favor 3-0.

**CPO Appointment** In accordance with the Inspector General's request each state agency must designate a Chief Procurement Officer (CPO). In a housing authority situation, it makes the most sense to appoint the executive director as the CPO. This appointment goes along with the title, Executive Director, not the current director, whose name was used on the forms. A Motion was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**Other Business: Topics not reasonable anticipated 48 hours in advance.**

**Adjourn**

**List of Documents and Other Exhibits used at Meeting:**

- Minutes, Treasurers Report, Quarterlies and Budget
- Director's Report items, policies, forms and information
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Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

