



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: **Norton Housing Authority**

Meeting Date: **August 15, 2017** Time: **4:30 PM**

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

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

Members Not Present: **Robert Salvo**

4:30 PM

5:41 PM

The meeting was called to order at and adjourned at

7/18/2017

Minutes from the July 18, 2017 Meeting were reviewed & Approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for Month of July 2017 was reviewed and approved as presented. Motion made to accept the Treasurer's Report made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of July. Disclosure of common vendors, H.E.L.P., Home Depot & Lowes

W/D Account: For the month of July the deposit was \$793.25.

MassNAHRO: Upcoming offerings were presented to the Board. MassNAHRO Fall Conference is in Plymouth on November 13 & 14th.

Work Orders: Were reviewed by the board.

Monthly Checks: For the month of July were reviewed by the board. A motion to approve was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Board – NEW Business – Work Order Scheduling.

CIP Project Information Update: Information was reviewed by the board.

CDBG-DR Update: The schedule was reviewed and progress updated. Payment Requisition #1 was reviewed and approved with a motion from Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Conference Policy: Was reviewed by the board and approved as presented. Motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor, 3-0.

Applicant Status Policy: Was reviewed by the board and approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Smoking Policy & Lease Addendum Draft & Update: The policy was reviewed by the board and reflect changes requested. We are waiting for approval by Attorney Banthin. The smoke detection options were also discussed. Fresh Air being the only viable option.

Purchase – Sander & Golf Cart: We are looking to replace the track for the sander. The golf cart has not been researched.

Town Sewer Project Update: Correspondence in support of the Town's project was provided to the board for their perusal.

ED Contract – Initial DHCD Change Request: DHCD changed question 1 to have the years/months reflect the end date of the contract. The change was reviewed and approved by the board with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

Lead Paint Compliance: Was reviewed and approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- Policies, contracts, correspondence, lead compliance
- Project information

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
