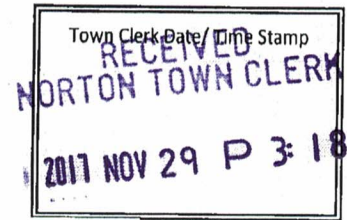




MINUTES TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **October 24, 2017** Time: **4:30 PM**

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

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

Members Not Present: **Mr. Stefanelli left the meeting at 5 PM**

The meeting was called to order at 4:30 PM and adjourned at 6:00 PM

8/15/2017 Minutes from the August 15, 2017 and August 29, 2017
&
8/29/2017 Meeting were reviewed & Approved as written. Motion
made by Mr. Stefanelli, seconded by Ms. Briggs; all in
favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of August was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 33.5 hours during the month of August and 32 hours during the month of September.

W/D Account: For the month of September the deposit was \$876.00; the month of October was \$935.02. We have two new transactions being withdrawn from the RFCU Debit Card: 1) Data-2-Go monthly WIFI fee of \$68.00 and a sim card \$24.99; 2) on a monthly basis going forward, Data-2-Go data charge for Jacobs Way camera WIFI. A motion for both expenses was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

MassNAHRO: Upcoming offerings were presented to the Board. The board also received the *Commission to Study Ways to Prevent Bullying of Tenants in Public Housing & Subsidized Multi-Family Housing*.

Work Orders: Were reviewed by the board with no comment.

Monthly Checks: For the months of August and September were reviewed by the Board and approved with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0. The Board was also presented with a schedule of Net Metering Credit Savings. The savings reported between January 2017 and September 2017 was \$24,253.20.

Archiving Recorded Calls: Calls can be recorded and archived.

Asphalt Specifications: Asphalt on the Woodland Meadows project is 2" base coat, and 1/5 finish coat.

Board - NEW Business - Next month we will discuss a policy to reimburse administrative staff for use of personal cell phones.

Additional Maintenance Shed: We discussed the possibilities for maintenance sheds. We will look further into a storage container.

Revised Maintenance Emergency List: The board reviewed and approved an updated Maintenance On-Call Emergency list with a motion by Mr. Young; seconded by Ms. Briggs, all in favor 3-0.

Open Meeting Law: The open meeting law revisions were shared with the board.

CIP Project Information Update: was reviewed by the board without comment.

CIP Approval: Our CIP was approved by DHCD, however, the funding we anticipated and planned for was not available due to emergency funding used for Woodland Meadows Septic System and water line and the Jacobs Way septic system.

CDBG-DR Requisitions & Updates: The board reviewed and approved Requisition #2 for JM Shaw Construction in the amount of \$80,769.00 with a motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0. STG Invoice #4 \$2,900.00 and Invoice #5 \$7,430.00 were approved with a motion made by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0. A photo of the sewer pipe was available for the board to view.

Multifamily efficiency Program – Heat Pumps: National Grids Efficiency Program will be providing NHA with common area lighting and air sealing & insulation at the maintenance garage; bulbs for resident lamps, handheld shower heads for resident units and mini split heat pumps that will include air conditioning in each resident unit. The program and contract were approved by the board with a motion by Mr. Salvo, seconded by Ms. Briggs, all in favor 4-0.

Smoking Policy: The board reviewed the revised smoking policy pursuant to our recent discussions. This item was tabled for another meeting.

Utility Golf Cart: The board reviewed the golf cart pricing. I will look into the possibility of purchasing a cart this season if they can hold it for next spring.

Sander: The belt has been purchased at Torwell in Bellingham.

Town Sewer Project Update: No update available. Funding through Mass Works has not been approved.

Resident Receivable Write-Offs: The board reviewed the minimal write-off amount of \$189.00 for 3 accounts. A motion was made to approve these write-offs by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

ED CIP Re-imbursement: Pursuant to PHN 2011-14 a part-time executive director, working less than 37.5 hours per week, can receive extra compensation for up to 37.5 hours of additional work directly related to CIP preparation. A motion to approve this additional income was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Close Waitlist 2017: Our 705-1 2-bedroom waitlist needs to be closed effective 12/1/2017. Our list currently has over 210 applicants, and our average unit turnover is 3 units annually. A motion to close the waitlist was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

Lead Compliance: In accordance with DHCD's request we need to confirm annually that lead paint does not exist at Woodland Meadows. A motion to approve the Lead Compliance was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report
- Policies, Contracts, requests.
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Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

