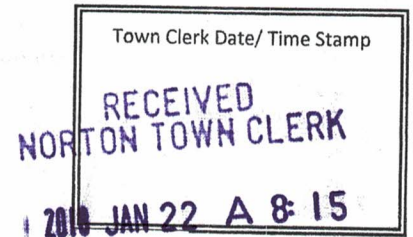




MINUTES

TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **November 21, 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, Ralph Stefanelli, Marlu Briggs, Michael Young**

Members Not Present:

The meeting was called to order at **4:30 PM** and adjourned at **6:01 PM**

10/24/2017

Minutes from the October 24, 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: Reports for the Month of September & October 2017 were reviewed and approved as presented. Motion made to accept both Treasurer's Reports was made by Mr. Stefanelli, seconded by Mr. Young; all in Favor 4-0. 4th Quarter Reports were also reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. Mr. DePace will present the budget to the board as soon as the budget guidelines are released from DHCD. We expect this to be ready for our December meeting.

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 2017 the deposit was \$935.02.

MassNAHRO: Upcoming offerings were presented to the Board. Marlu has completed her Mandatory Board Training; Mike has started the modules.

Work Orders: Were reviewed by the Board.

Monthly Checks: Check detail for the month of October 2017 were reviewed by the Board and approved with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board - NEW Business - Added to the December Agenda: 5-day work week for administrative staff and 5-year plan for expansion of units.

CIP Project Information Update: Chart reviewed by the board with no comment. The board was advised that our CIP plan for FY 2018 has changed and our planned projects will remain unfunded due to the emergency spending for septic system work at both sites. The board was also advised that NHA's Benchmark report was favorable and we remained on target in our formula funding spending.

CDBG-DR: CDBG Contractor Payment Requisitions 3 & 4 were reviewed by the board and approved as presented with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. Invoice #6 for our CDBG Consultant was reviewed by

the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

HILAPP Scope Update: The board reviewed the Revised Scope & Revised Scope Estimate with no comment.

Cell Phone Policy: The board reviewed the cell phone policy offering staff using personal cell phones for work purposes a \$25.00 a month stipend & approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Minimum rent Zero Balance Policy: The board reviewed this policy and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Wage Match Policy: The board reviewed PHN 2017-24 and approved the Wage Match Policy with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

REVISED Emergency Applicant Case Plan 2017: The REACP was reviewed by the board. The language that was changed was discussed and was approved as presented with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0.

Purchase – Golf Cart: The golf cart pricing and option to store the cart for a spring delivery was discussed.

With other expenses looming, the board agreed it was prudent to hold off on this purchase and revisit it in the spring.

Purchase – Storage Container: The board discussed & reviewed photos of storage containers to expand our storage capacity. It was agreed that two 40' containers would be the best fit for the maintenance space. The plan is to start with 1 container, add a 2nd container as our budget allows and eventually cap it off with a cover that would accommodate the plow truck and attachments for the Bobcat beneath. Additional information on adding a door to the unit was requested.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Quarterly Reports, Directors Report
- Policies, Payment requests and any other documentation included
-

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Ralph Stefanelli 1-16-18

Co- Chairman Signature: