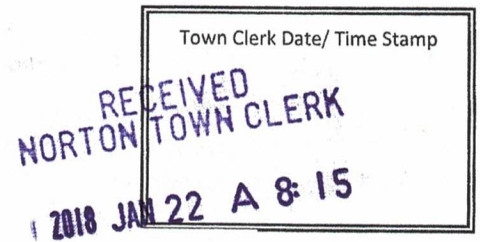




MINUTES

TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **December 20, 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:

4:33 PM

4:52 PM

The meeting was called to order at

and adjourned at

11/20/2017

Minutes from the November 20, 2017 Meeting were reviewed.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of November 2017 was reviewed.

Executive Director's Report:

Timesheets: I worked an average of 32.5 hours during the month of November.

W/D Account: For the month of November the deposit was \$1105.87.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts Payable for the month of November was reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board – NEW Business – No new business was addressed.

CIP Update: The capital improvement plan was reviewed by the board with no comment.

CDBG- Payment Requisitions 4 & 5 and Change Orders: Information was reviewed by the board.

CFA Agreement: The revised contract of financial assistance was reviewed by the board and approved with a motion by Mr. young, seconded by Ms. Briggs; all in favor 4-0.

Town Sewer Update: Information was reviewed by the board.

Pump Station and Easement: Information for the pump station was reviewed by the board.

PMR Desk Audit: was reviewed by the board.

JW Septic Bids: The bid tabulation was reviewed by the board. The lowest bidder, Dandel Construction Inc in the amount of \$131,375.00 was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Storage Container: Bids for a storage container were reviewed by the board. A container available at PAC-Van for the amount of \$6975.00 that includes one side with 4 removable door units was approved with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0.

Administrative Work Week: was placed on the agenda at the request of the board and reviewed.

5 Year NHA Plan: was placed on the agenda at the request of the board and reviewed.

Power Lift Recliner – Donation: The power lift recliner donated to NHA by Cardi's hasn't had much use in the past few years. We suggested that we donate the chair to a resident by lottery. The board agreed to donate the chair with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- All documents in the board packet
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Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

1-16-18

Co - Chairman Signature:

Ralph Styanelli