



MINUTES

TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **January 16, 2018**

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**

4:34 PM

6:19 PM

The meeting was called to order at

and adjourned at

**11/21/2017
& 12/20/17**

Minutes from both Meetings were reviewed & approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Months of November 2017 & December 2017 were reviewed and approved as presented with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0. Quarterly reports for the first quarter of fiscal year 2018 were reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 33 hours during the month of December.

W/D Account: For the month of December & January the deposit was \$976.25.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: The accounts payable register for the month of December was reviewed by the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Board - NEW Business: Money Market account - check interest rates; NHA 5-year plan.

CIP Project Information Update: Was reviewed by the board.

CIP Revision Approval: Presented to the board.

JM Shaw Requisitions, Change Order Approval & CDBG Misc.: Requisitions 4 & 5 were reviewed by the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0. Change Order 1 for a sliding gate for the maintenance area fencing & additional paving down the main roadway, in the amount of \$9459.00 was reviewed and approved with a motion made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

JW Septic Contract: The contract for this project was reviewed by the board and approved with a motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

2018 PHN - 01 ED New Salary Schedule: Gary DePace prepared a worksheet for the ED salary calculation in accordance with a revised salary calculation table in 2018 PHN - 01. The revised salary schedule more closely aligns Massachusetts Executive Directors salary with that of current market rates for federally funded public housing Executive Directors, with similarly sized properties. The calculation for this increase is the maximum an ED can be paid from FY 2018 through FY 2020. The board discussed the option of using a step approach for the implementation of this salary increase. The director was advised that due to the recent medical issue she experienced, and the potential for something similar to reoccur, that the board will consider that during the decision process of this pay increase. In addition, she was asked why she deserves this raise. The ED provided a nearly complete list of the goals reached as director of the Norton Housing Authority Property.

Tenant Board Member Questionnaire: The Vice Chairman was displeased with the format of the questions. He requested that the ED answer the questions to the survey on the behalf of the board.

Spreader Purchase: We've made some repairs to our Torwell spreader during the fall and believed that the spreader was in working order. During the 1st ice/snow event in December the sander broke down. We made the decision to replace the spreader. The Chairman assisted the maintenance department with purchasing a spreader from the State Contract at Norfolk Power. I checked prices at 4 local retailers for a BOSSVBX8000 and found it competitively priced at Norfolk Power from the State Contract. The board reviewed the invoice for the spreader in the amount of \$6200.00 and approved the purchase with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Spreader Sale: The board reviewed the request to sell the existing Torwell Spreader and approved its sale on Municibid with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

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

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:



