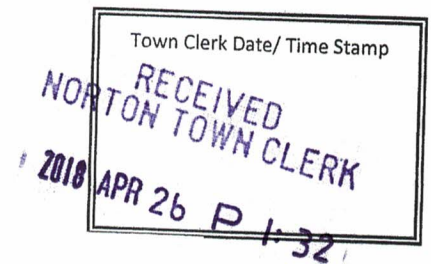




MINUTES

TOWN OF NORTON



Board/ Committee:

Norton Housing Authority

Meeting Date:

February 20, 2018

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:

4:32 PM

6:20 PM

The meeting was called to order at

and adjourned at

1/16/18

Minutes from the January 16, 2018, meeting were reviewed & approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of January 2018 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0. Preliminary Budget review was approved, with one change, \$2500 for the golf cart is to remain in the budget.

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of January.

W/D Account: For the month of February the deposit was \$873.50.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts payable register was reviewed and approved as presented with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Board – On the agenda for March, discussion for the possibility of NHA to eliminate providing refrigerators & shades to incoming residents.

Lottery Drawing: Chairman, Robert Salvo, selected two names from a box filled with entries. Both names selected were recorded & read out loud during our meeting. As it turned out the first winner declined the chair and the second winner was able to take the chair immediately.

CIP Update: Was reviewed by the board with no comments or discussion.

CDBG – Payment #17 was reviewed and approved by the board with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0. Subgrantee Amendments 1 & 2 were reviewed and approved by the board as presented with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

CFA – Contract for Financial Assistance from DHCD to include remediation for the heat pump project was reviewed and approved by the board as presented with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

PHN 2018-5 Wage Match DOR Disclosure: This notice was reviewed. The board was advised that appropriate signatures are in place from participating administrative staff and PHN 2018-5 was accepted and signed off on by the board with a motion from Ms. Briggs, seconded by Mr. Young, all in favor 4-0.

Sewer Project Update: Back & forth emails and google map site locations for the Town of Norton's proposed Pump station was provided to the board for brief discussion.

NHA 5 Year Plan: A discussion about forward movement for this housing authority will include additional housing for our 667 & 705 developments.

Money Market Interest Rates: At the request of the board, current interest rates were researched for our Money Market account at Mansfield bank. Current rates were recorded from Mansfield Bank, Rockland Federal Credit Union, North Easton Savings Bank & MMDT. MMDT had the highest rate, but they are not FDIC insured. A motion to leave the funds where they are, at Mansfield Bank, was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

AUP Audit: The FY 2017 AUP Audit Report was provided to the board for their review. The audit found this authority to be in excellent working order with no findings, but a recommendation was made to update the Procurement Policy to align with the MGLc law changes to chapters 30B, 149, etc. to keep the authority moving forward with the most up-to-date procurement policies.

Municibid Auction: Torwell Spreader was posted on Municibid's State Auction site. The auction result was for the sum of \$850.00. Because this result was on the lower side, at the recommendation of the Executive Director, the spreader will be donated to the Town of Norton Highway Department. The DPW has been a source of help during snow storms over the years and has even helped to repair our spreader on more than one occasion. We truly appreciate their dedication to this housing authority. This donation was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Rent Re-Payment Agreement: A revised Repayment Agreement was presented to the board to include a provision for an ACH requirement at the discretion of the housing authority staff. This revision was approved by the board with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Maintenance Emergency Revision II: To include maintenance emergency items as outlined in the RCAT Preventative Maintenance Plan, we have revised our emergency list. A motion to approve this revised list of Maintenance Emergencies was made by Mr. Youngs, seconded by Mr. Stefanelli; all in favor 4-0.

ED Salary Discussion: At the request of the board, I prepared a resume to highlight all the accomplishments of the Staff at NHA & the board of commissioners. The board reviewed the resume and were pleased with the work from this administration. A motion to approve the ED Salary increase to match the amount recommended by DHCD was approved with a motion from Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- All payments, agreements documentation policies

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

