



# MINUTES

## TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **March 27, 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:

**4:34 PM**

**6:05 PM**

The meeting was called to order at and adjourned at

**2/20/18**

Minutes from the February 20, 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 February 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. The FY 2018 Budget was reviewed and approved along with all appropriate documents to be signed by the board with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

### **Executive Director's Report:**

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

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

**MassNAHRO:** Upcoming offerings were presented to the Board, including the MassNahro Spring Conference.

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

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

**Board –** On the agenda for April, discussion for the possibility of NHA to eliminate providing refrigerators & shades to incoming residents; Final Pavement with regard to sink holes & sidewalk transitions prior to final coat; five Year Plan. It was also brought to the attention of the board that my vacation in April interferes with the regularly scheduled April board meeting. It was decided that the board would meet on May 1<sup>st</sup> & May 29<sup>th</sup>.

**CIP Project Information Update** was reviewed by the board with a question about the JW water level & its impact on beginning the septic replacement during the wet season.

**CDBG –** Payment Requisition #18, in the amount of \$1200.00 for GCG Associates was reviewed and approved by the board with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**Shades & Refrigerators –** will be discussed at the next meeting.

**Electricity Contract:** Due to the volatility of electricity pricing, the board voted to leave the electricity supplier selection to the Executive Director. The Director will obtain the Chairman's signature for the contract once the price and supplier has been secured, motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**DHCD Funding Commitment – Town Sewer Project:** Correspondence from DHCD was reviewed by the board outlining the funding amount and conditions the set forth for funding. A lively discussion was had concerning the imminence of the Town Sewer Project along West Main Street. The board suggested the ED contact the Town Manager to see how funding is coming for the Town.

**Winter & Snow Policy 2018:** The updated policy for Winter Parking for both Woodland Meadows & Jacobs Way was presented to the board. The policy was reviewed and approved with a motion by Mr. Young, seconded by Mr. Salvo; all in favor 4-0.

**List of Documents and Other Exhibits used at Meeting:**

- Minutes, Treasurers Report and Budgets
- All payments, agreements documentation policies

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Ralph St. Janelli  
Co Ch.

Chairman Signature: \_\_\_\_\_