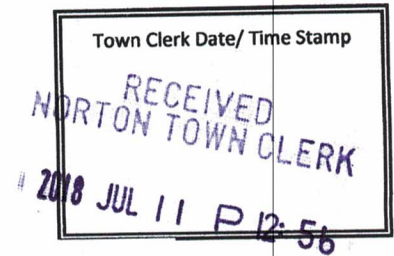




MINUTES

TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **May 29, 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

5:45 PM

The meeting was called to order at _____ and adjourned at _____

5/1/18

Minutes from the May 1, 2018, 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: Report for the Month of April 2018 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

Executive Director's Report:

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

W/D Account: For the month of February the deposit was \$1200.00.

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 June: all correspondence pertaining to Town Septic; Cookout 8/31/18 with invites to the Town; Laundry account balance; CDBG issue with steep grade at new cement walkways adjacent to bldgs. M & A.

CIP Project Update: was reviewed with no comment from the board.

CDBG Extension: The board reviewed the project extension for June 30, 2018. A motion was made to approve the extension as presented by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

JW Septic Project: Final payment has not yet been approved by the engineer.

Write-Offs May 2018: The board reviewed the write-offs presented totaling \$800.00 and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board Meeting Schedule: Due to the vacancy in the board, the next few months meetings must be arranged to insure a quorum. Our June meeting will be held on June 26th at 3 PM; July 17th at 4:30; August will have no meeting.

Respect Lives Here: A policy was presented to the board. Due to the controversy this policy posed, it was decided that we would revisit this policy when a full board is available and the language removes certain aspects of bullying as discussed by the board.

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:

[Signature]