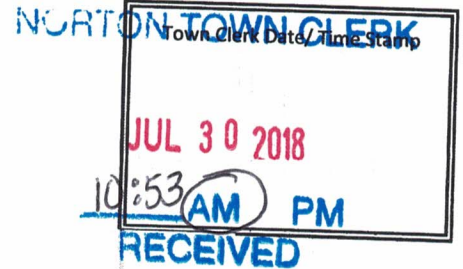




# MINUTES

## TOWN OF NORTON



Board/ Committee:

**Norton Housing Authority**

Meeting Date:

**July 3, 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:

**4:30 PM**

**5:25 PM**

The meeting was called to order at

and adjourned at

**5/29/18**

Minutes from the May 29, 2018, meeting were reviewed & approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; 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 May.

**W/D Account:** For the month of June the deposit was \$1133.00.

**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 Ms. Briggs; all in favor 4-0.

**Board –** On the agenda for July: Possibility of new container for garage area; YMCA Topics for Community Events; laundry room water on floor.

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

**CDBG:** The board reviewed a request for drawdown of CDBG funding in the amount of \$38,112.50 with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0. The board reviewed requisition for payment #7 and approved it with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0. The board reviewed Change Order #3 for several changes to the original contract and approved change order #3 with a motion by Mr. Stefanelli, seconded by Ms. Briggs all in favor 4-0. The board reviewed a Certificate of Substantial Completion and approved it with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. Certificate of Partial Release of Retainage was reviewed and approved by the board with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**JW Septic Project:** Final payment has not yet been approved by the engineer. A punch list was reviewed by the board.

**Needs Assessment:** Formula Funding approval correspondence, in the amount of \$241,742.00 was reviewed by the board.

**CIP 2018-2019 Approval:** Our FY 2018-2019 Capital Improvement Project Plan was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

**Preventative Maintenance Revision:** Our Management Plan Preventative Maintenance Section was revised to include the

newly installed Mitsubishi Heat Pumps at Woodland Meadows. The revision was reviewed and approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

**Laundry Account:** The board expressed interest in recreational / educational options for residents and possibly acquiring a 2<sup>nd</sup> storage container for the maintenance area. The board reviewed the YMCA's proposal for a lunch & learn and requested a list of topics available and the cost for the lunch. The storage container they also requested a quote to see the availability of containers.

**Bingo Cards:** Sheet style bingo cards were requested for the Sunday Bingo. A member of the board informed me that this had been taken care of and was no longer a necessary item for the agenda.

**Procurement Policy:** The board reviewed the revised procurement policy to include the 2016 updates to MGL c section 30 B, and section 149. The policy was reviewed and approved by Mr. Young, seconded by Mr. Stefanelli; 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:

VICE Ralph Stefanelli