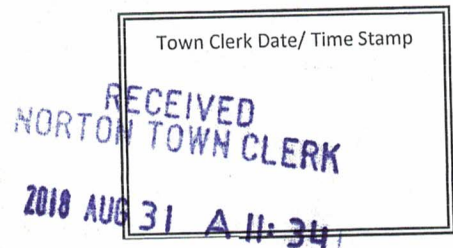




# MINUTES

## TOWN OF NORTON



Board/ Committee: Norton Housing Authority

Meeting Date: July 24, 2018

Time: 4:30 PM

Meeting Location: Norton Housing Authority, 120 West Main Street, Norton, MA Woodland Meadows Community Room

Members & Staff Present: Marlu Briggs, Michael Young, Ralph Stefanelli

Members Not Present: Robert Salvo

4:35 PM

5:39 PM

The meeting was called to order at \_\_\_\_\_ and adjourned at \_\_\_\_\_

7/3/18

Minutes from the July 3, 2018, meeting 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 Month of June 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 3-0. 3<sup>rd</sup> quarter reports were reviewed by the board and a motion to approve was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0. Budget Revision-1 was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

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

**Timesheets:** I worked an average of 34.25 hours during the month of June.

**W/D Account:** For the month of July the deposit was \$927.77. Possibility of new washing machine purchase to be Considered in the fall.

**MassNAHRO:** Upcoming offerings were presented to the Board.

**Work Orders:** Were reviewed by the board.

**Monthly Checks:** Accounts payable register for the month of June were reviewed and approved as presented with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

**Board –** On the agenda for September – Purchase of a John Deere Tractor; Sale of Bobcat. Removal of asphalt sidewalk from B building to main road during the pending sewer project.

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

**CDBG Extension:** 3 requisitions were reviewed by the board and a motion to approve them was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**Town Sewer Correspondence:** The board reviewed the letter from the Town to DHCD.

### **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]