



MINUTES

TOWN OF NORTON

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Board/ Committee:

Norton Housing Authority

Meeting Date:

September 18, 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

8/28/18

Minutes from the August 28, 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 August 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 3-0.

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of July & August.

W/D Account: For the month of August the deposit was \$827.85. In addition, the board approved use of the debit card for the purchase of lunch for the Bristol County Work Crew during their work at 3 & 10 Jacobs Way in the amount of \$39.17 and for any additional meals requiring a credit card purchase going forward during 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 July & August were reviewed and approved as presented with a motion made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

Board - Speed Bumps, 15 mph signs & stop signs at the 4-way intersection at Woodland Meadows; a new American flag & POW flag.

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

Bank Fraud: Our checking account was compromised, requiring us to close our existing administrative account and re-opening a new account. The board voted to close the existing account and re-open a new administrative account with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Proprietary Procurement - Woodland Meadows Windows - Lockheed: The next large project, HILAPP, includes replacement of the remaining aged windows. The board agreed it makes fiscal sense to keep with the Lockheed style window to keep replacement parts streamlined and the operation of the units' uniform, with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Skid Steer vs. Tractor: The board agreed to keep the Bobcat and discuss this when the replacement of the Bobcat becomes necessary.

Asphalt Sidewalk: This can be addressed during the septic to sewer project.

Respect Lives Here: This policy is before the board for the third time in as many years. A motion was made to approve this policy as presented by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

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:

Ralph Stefanelli - co-chair

Chairman Signature:

[Handwritten signature]