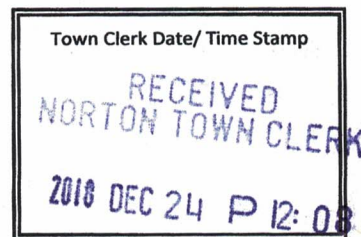




MINUTES

TOWN OF NORTON



Board/ Committee: **Norton Housing Authority**

Meeting Date: **November 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:

4:38 PM

6:26 PM

The meeting was called to order at and adjourned at

10/16/18

Minutes from the October 16, 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 September 2018 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Stefanelli; Report for the Month of October 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. 4th quarter reports were presented by our fee accountant, Gary DePace, reviewed by the board and a motion to approve was made by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 4-0. Budget for FY 2019 was presented by our Fee Accountant, Gary DePace, and approved as presented with a motion 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 October.

W/D Account: For the month of October the deposit was \$740.00. The board was made aware for this year the Automatic debit expenses withdrawn from this account are as follows: Phonevite for automated resident notification \$200.00 +/- annually; Data-to-Go for the cell service at Jacobs Way \$71.00 +/- monthly; 1 and 1 Web hosting for our DHCD required website \$45.00 quarterly.

MassNAHRO: Upcoming offerings for the Fall Conference were presented to the Board.

Work Orders: For October, including the incomplete work orders for October were reviewed by the board with no comment.

Monthly Checks: Accounts payable register for the month of October were reviewed and approved as presented with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Respect Lives Here: The policy was presented for signatures only.

Board – Nothing was added to Decembers Agenda from the Board.

Next Board Meeting: The next regularly scheduled board meeting is set for 12/18/2018.

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

Sewer Easement Agreement: The Sewer Agreement that was presented to the Town's Counsel, Attorney Cove was provided to the Board for their perusal.

Non-Smoking Policy Update: Pursuant to our Pilot Attorney's recommendation, we have updated our non-smoking policy to reflect actionable offenses. This policy was presented to the Woodland Meadows social Group, on October 18, 2018, with no comment. The updated policy was approved with a motion by Mr. young, seconded by Mr. Stefanelli; all in favor 4-0.

Emergency Case Plan Revision 2: The Emergency Case Plan was revised to include two simple edits to the new DHCD CHAMP Application and Supplemental Application. The edits were reviewed and approved by the board with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

PMR Policies: We briefly discussed the pending PMR Audit.

Staff Trainings 2018: The board briefly reviewed the training the staff has taken advantage of this year.

Cross Walk Signal: We had a lively discussion was had about the disappointing Tapco Cross Walk Signal. The board is interested in partnering with someone to keep this signal up and running for resident safety.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report, quarterlies and Budget
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

[Signature]