



MINUTES

TOWN OF NORTON

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Board/ Committee: **Norton Housing Authority**

Meeting Date: **December 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**

4:36 PM

4:56 PM

The meeting was called to order at and adjourned at

11/27/18

Minutes from the November 27, 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 November 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.

Executive Director's Report:

Timesheets: I worked an average of 32.00 hours during the month of November.

W/D Account: For the month of November the deposit was \$1060.00.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

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

Board – Next meeting will be January 15, 2019.

CIP Project Update: was reviewed with no comment from the board. The Sewer Easement Agreement has been reviewed by the Town's Counsel, Joe Cove and is back for review with our attorney, David Manoogian.

Write-Offs: The board was presented with write-offs in the amount of \$530.00. A motion was made to approve the write-offs by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

TAPCO Crosswalk Signal: An independent technician serviced the signal for TAPCO and replaced the "set" control. The signal is now up and running.

DHCD Mandatory Training: The board was made aware that the mandatory training must be completed at their earliest convenience. Ms. Briggs indicated the training took her 2.5 hours.

Maintenance Policy DRAFT: Was briefly discussed by the board. I will be presenting this to the recreation group on December 19, 2018 and will bring this back before the board in January.

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:

