



MINUTES

TOWN OF NORTON

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Board/ Committee: **Norton Housing Authority**

Meeting Date: **February 19, 2019** 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

5:30 PM

The meeting was called to order at

and adjourned at

1/15/2019

Minutes from the January 15, 2019, meeting were reviewed & approved as written. Motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of January 2019 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.

Sewer Easement: Attorney Manoogian attended the meeting to explain the most recent updates to the Easement contract. DHCD has agreed to commit to a fixed amount of \$1,141,000; The flow capacity will remain at 11,800 gpd.

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of January.

W/D Account: For the month of January the deposit was \$1054.75.

MassNAHRO: There were no offerings to present to the Board.

Work Orders: Were reviewed by the board.

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

Board: No new business to add.

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

Sewer Easement: Attorney Manoogian attended the meeting to explain the most recent updates to the Easement contract. DHCD has agreed to commit to a fixed amount of \$1,141,000; The flow capacity will remain at 11,800 gpd.

Personnel Policy Updates 4 Policies: Vehicle Use, Electronic Communication & Computer Use, Drug, Alcohol & Smoke Free Workplace, Work Place Violence: Updated policies were provided to the board. Policies will be provided to the event committee on 2/22/2019. These policies will be back on the agenda for March for a board vote.

Performance Maintenance Review: FY 2018 PMR audit was reviewed by the board with no comment.

Washer Dryer Purchase: The board reviewed the REVISED Quote sheet and selected the lowest bidder, Automatic Laundry for \$3025.00 with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Storage Container Purchase: The board reviewed the Purchase Order for a 20' 1 trip, open side Container to match the one we already in the amount of \$7324.00 have and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Mandatory Board Training: This email was reviewed by the board without comment.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:
Minutes Approved by Committee on:
Chairman Signature:

Melissa Saulsby