



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

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2019 JUL 22 P 1:04

Meeting Date: June 18, 2019 Time: 4:30 PM

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

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

Members Not Present: Robert Salvo

The meeting was called to order at 4:33 PM and adjourned at 5:11 PM

5/21/2019
& 6/6/2019

Minutes from both the May 21, 2019 and June 5, 2019, meetings were reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for May 2019 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.

Executive Director's Report:

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

W/D Account: For the month of May the deposit was \$1259.10.

MassNAHRO No offerings are available at this time.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of May were reviewed and approved as presented, with no checks in excess of \$10,000.00 during May, with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Board: Next meeting date July 16th, with no scheduled meeting in August.

Thank you: The board enjoyed the thank you note sent to Joe Baeta and Brittany Francis for the High Schools volunteers that helped us set-up the flag display for Memorial Day Weekend.

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

HILAPP Update: Bids for this project have been pushed out to June 21st. The next board meeting is scheduled for July 16, 2019, A motion was made to accept the lowest, responsible bidder as recommended by Gorman Richardson & Lewis Architects and approved by DHCD by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Jacobs Way Window Project: This project has been completed. Payment request for 95% of the project is already in process. Certificate for Substantial Completion has been presented to the board for approval, with a Final Completion due shortly. A motion was made to approve the Certificate of Substantial Completion & Certificate for Final Completion as recommended by Gorman Richardson & Lewis Architects and approved by DHCD with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Jacobs Way Kitchen Bid: We had the Kick-off meeting for this project June 13th and expect this project to get underway the week of August 12th.

Contract for Financial Assistance: The board reviewed the CFA presented to them by DHCD. Our exposure for fiscal years 2020 2022 is \$486,579.00. A motion to approve the CFA was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Office Copy Machines: At the Special Board meeting on June 6th the board approved a purchase in the amount of \$5047.50 from Conway Technology. I learned after the fact, that the copier did not include a stapler finisher that other vendors had included. Conway re-quoted the machines with a staple finisher and remained low bidder at \$5697.50. A motion was made to approve the revised quote from Conway in the amount of \$5697.50 with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and CFA's
- All payments, agreements, documentation & policies

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

Andrea Downey