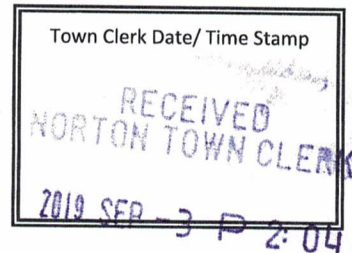




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: July 16, 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, Ralph Stefanelli, Marlu Briggs, Michael Young,

Members Not Present: _____

The meeting was called to order at 4:35 PM and adjourned at 5:29 PM

6/18/2019 Minutes from June 18, 2019, meeting was reviewed & approved as written. Motion by Mr. Young, seconded by Mr. Stefanelli; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for June 2019 was reviewed and approved as presented. Motion made to accept the Treasurer's Report by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0. 3rd quarter reports were reviewed and approved as presented. Motion made to accept the quarterly reports by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Executive Director's Report:

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

W/D Account: For the month of June the deposit was \$813.27.

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 two checks in excess of \$10,000.00: Buxton Solar \$11,827.95 & GIC \$20,070.48 NHA's portion of health benefits for employees & retiree's during June, with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board: Next meeting date September 17th, with no scheduled meeting in August. The sale of the Savin, our old copier, was reviewed. The Municibid auction net \$500.00 for this machine. It was the agreement of the board to DONATE the SAVIN Copier to the Council on Aging here in Norton, with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0. The COA is in desperate need of a machine, with budgetary constraints this is helpful. In light of recent replacements of desktop copiers, keyboards and monitors, it was the agreement of the board to either donate or discard these old items to a non-profit local agency with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Vacancy Report: Report for 2019 was reviewed by the board with no comment.

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

Sewer Project Amendment 2 & Payment Request: The request for the sewer connection fee, in the amount of \$235,800.00 and the second amendment to the connection agreement to increase DHCD's funding limit to \$1,578,900.00 was reviewed by the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

PHN 2019-16 Wage Match Acknowledgement: Pursuant to PHN 2019-19, all 3 staff using the Wage Match system have signed the Acknowledgement Regarding Confidentiality of the Department of Revenue's Information & DOR Disclosure & Security Training for Safeguarding Information. This was approved as presented with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0.

RCAT Contract: The board reviewed the RCAT 3-year contract and approved it as presented with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

HILAPP Bid Tab, Contracts, Kick-off: Board reaffirmed the low bidder, Vareika Construction in the amount of \$1,677,700.00 including all alternates, with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0. The Chairman will sign the contract once available.

Jacobs Way Kitchens: The board approved a change order in the amount of \$520.00 for an upgrade to cabinet hinges and the faucets with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. They also are in agreement to allow \$20.00 per day per person for the amount of days each family will be without cooking capabilities.

Technical Assistance: We received a grant for technical assistance in the amount of \$25,000.00 to explore ways to fund new units at our 667 development on the 5 acres that could be developed once the sewer project is complete. A motion to accept the \$25,000.00 grant was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

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

Ralph S. Senella
Acting Pres.
