



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

Town Clerk Date/ Time Stamp

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2019 NOV -6 P 1:11

Meeting Date: September 17, 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 4:31 PM and adjourned at 5:04 PM

8/20/2019 Minutes from August 20, 2019, meeting was reviewed & approved as written. Motion by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0.

#### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** Report for August 2019 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Salvo; all in favor 3-0.

**Technical Assistance Grant Presentation:** Laura Shufelt was not able to make the meeting, but she was able to update the progress for this assistance. Engineers have been working on possibilities for NHA's increase in units plan. Scientists are researching the existence of wetlands or buffer areas present to prepare a constraints analysis for the area considered for development. They're also working on a preliminary building sizing and have hired a consultant for us. Once she signs the contract soon and will be able to meet with us for our October meeting.

#### **Executive Director's Report:**

**Timesheets:** I worked an average of 32 hours during the month of July & August.

**W/D Account:** For the month of July the deposit was \$813.27; August was 1171.50.

MassNAHRO trainings were shared with the board.

**Work Orders:** Were reviewed by the board without comment for July & August.

**Monthly Checks:** Accounts payable register for the month of July & August were reviewed and approved as presented, with particular attention paid to the checks in excess of \$10,000.00, with a motion made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

**Board:** Next meeting date October 15<sup>th</sup>. Town Meeting is not posted on the calendar as yet.

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

**CFA #13 for \$658,900.00** was reviewed by the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**HILAPP Update:** Vareika is mobilizing for the roof portion of the project now for buildings LMN. Work will commence on Monday, September 23<sup>rd</sup>.

**Jacobs Way Kitchen Bid:** Kitchens at Jacobs Way are going well and are on target schedule wise. We have an additional change order in unit 10 to consider for two items: 1. replacement of VCT flooring damaged by overflow in utility room & kitchen waste water drains on September 9<sup>th</sup>. The overflow affected the kitchen flooring and the lavette flooring. 2. To save costs, we planned to re-use the existing countertop. However, the seams are not joining properly and the blocking underneath is insufficient. This change order was approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**New Hire:** The board was given an over view of the candidate selected by the Chairman and the Executive Director and approved with a motion by Ms. Briggs, seconded by Mr. Salvo; 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