



MINUTES

TOWN OF NORTON

Norton Housing Authority

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Meeting Date: **October 22, 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 **4:33 PM** and adjourned at **5:58 PM**

5/21/2019

Minutes from the September 17, 2019, meeting was reviewed & approved as written.
Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for September 2019 is not available as it is our year end. November's meeting will have the September & October financial statements and budget for FY 2020.

Technical Assistance Grant: Maura Tsongas, our consultant assigned to us by Massachusetts Housing Partnership, (MHP) attended the meeting to provide a brief overview on Low Income Housing Tax Credit (LIHTC) Program available for funding development for the soon to be vacant land at the front of the Woodland Meadows property. The presentation was informative. Maura will be working with MHP's engineers to determine, space available for development, number of units allowed, etc. allowed. Once the information is available, we will meet with Maura to discuss options.

Executive Director's Report:

Timesheets: I worked an average of 32.5 hours during the month of September.

W/D Account: For the month of May the deposit was \$1244.50.

MassNAHRO No offerings are available at this time, including the fall conference.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of September were reviewed and approved as presented, 2 checks in during September were in excess of \$10,000.00 were reviewed, with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Board: Next meeting date November 26th; ED's vacation in November noted.

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

PHN 2019-19 Resident Service Coordinator Application: Funding is available for RSC. NHA & Easton HA would like to file an application to share a RSC. An RSC would assist residents in many ways: housing stability, day to day activities, rent redeterminations, innovative activities. The board approved the joint application for a RSC, with Easton Housing being the Administrative Agency with a vote by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0.

PHN 2019-23 RCAT Advisory Board Elections: The board reviewed the PHN and Mr. Young volunteered to have his name submitted to Fatima Razzaq for consideration as board member for the RCAT Advisory Board with a motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

HILAPP Update: Two change orders were discussed. Change Order #1 for the Corner Board & Water Table Replacement in the amount of \$15,095.00, was approved with motion by Mr. Young; seconded by Mr. Stefanelli; all in favor 4-1. Change Order for #2 for removal of the fireplace in the community room was approved with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Sewer Tie-In Update: The work on the town's sewer project continues and is now on route 123. Work will cease on November 15th for the winter months.

Woodland Meadows Tree Removal Bids: The board reviewed the single bid from Tony's Trees in the amount of \$9875.00, and approved same, with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0.

Jacobs Way Toilet Project: The board reviewed the single bid from Efficiency Plumbing in the amount of \$9,985.0, and approved same with a motion from Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Budget 2020: Budget guidelines for 2020 were reviewed briefly with the board.

Re-Organization: Reorganization for administrative positions was reviewed and there was agreement to re-organize staff to optimize salary for administrative staff. The re-organization was approved by the board with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

List of Documents and Other Exhibits used at Meeting:

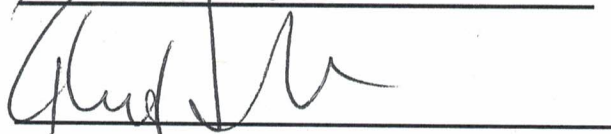
- Minutes, Treasurers Report and CFA's
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Andrea Downey

A handwritten signature in dark ink, appearing to read 'Andrea Downey', is written over a horizontal line. The signature is fluid and cursive.