



MINUTES

TOWN OF NORTON

Norton Housing Authority

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Meeting Date: **March 10, 2020** 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 **4:30 PM** and adjourned at **5:53 PM**

1/21/2020 Minutes from the January 21, 2020, meeting was reviewed & approved as written.
Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0, 1 Present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for January 31, 2020 was reviewed and approved as presented. Motion made to accept the Treasurer's Reports was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the months of January & February.

W/D Account: For the month of January the deposit was \$1330.10; for the month of February, there was no deposit; for the month of March the deposit was \$1157.50.

MassNAHRO Offerings for the coming months were provided to the board.

Work Orders: Were reviewed by the board for the months of January & February without comment.

Monthly Checks: Accounts payable register for the month of January & February were reviewed with three checks in excess of \$10,000.00: GIC \$17,673.61, Vareika \$67,094.17, Vareika \$101,033.33 and approved as presented, with a motion made by Mr. Young seconded by Ms. Briggs, all in favor 4-0.

Board: Next meeting date April 21, 2020. A Corona Virus flyer created by NHA may be used by DHCD as a model.

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

CIP Plan 2020 – 2021 Update: The board reviewed the CIP Plan Update presented and approved same with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

HILAPP Update & CO's: PCO's 1 – 14 were reviewed and approved with the addition of 2 additional windows that were not included in the project at N building, the board in favor of the two new changes, and approved as presented with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Sewer Project: Board reviewed update memorandum; Invoice #3 \$267,044.00.

National Grid Easement: was reviewed by the board and a discussion ensued about the planned overhead system on our site with underground utilities. Mike Carter from GCG Engineers suggested the additional pole be moved away from our roadway, diagonally toward the insurance agency adjacent to our site. There will be 16' of overhead electrical from the existing pole 211 to the new pole 211-2 and the electrical lines to the new pump station will be underground. A motion was made to accept this proposal by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0.

DHCD Award Letter: The award letter for NHA's Health & Safety projects was reviewed by the board.

WM Exterior Light Replacement: The bid date for this project is March 11, 2020. It was decided that rather than hold a special meeting to review the bid for this project the board would approve the lowest, eligible bidder be awarded the contract and a copy of the bid results emailed to each commissioner with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

JW Bathroom Fan Replacement: The bid date for this project is March 18, 2020. It was decided that rather than hold a special meeting to review the bid for this project the board would approve the lowest, eligible bidder be awarded the contract and a copy of the bid results emailed to each commissioner with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

JW Tree Project: The bid date for this project is March 19, 2020. It was decided that rather than hold a special meeting to review the bid for this project the board would approve the lowest, eligible bidder be awarded the contract and a copy of the bid results emailed to each commissioner with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

WM Garage Roof Project: The bid date for this project is March 18, 2020. It was decided that rather than hold a special meeting to review the bid for this project the board would approve the lowest, eligible bidder be awarded the contract and a copy of the bid results emailed to each commissioner with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Performance Management Review: The PMR was reviewed & discussed by the board. The result was positive, with the plan to achieve "no findings" for each component during next year's audit. Motion to approve made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Write-Offs February 2020: The board reviewed write-offs for 2 units in the amount of \$68.00 and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

CFA's – Health & Safety Initiative, Formula Funding & Sustainability: The board reviewed CFA #14 in the amount of \$302,199.00 and approved same with a motion by Mr. Young, seconded by Ms. Briggs; all in favor; 4-0.

Resident Service Coordinator: Our joint application with Easton Housing Authority was denied.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Year End Reports, Budgets
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Andrea Downey

Robert Salvo by act