



# MINUTES

## TOWN OF NORTON

**Norton Housing Authority**

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Meeting Date: **May 26 2020** Time: **4:00 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 **4:03 PM** and adjourned at **4:56 PM**

**4/21/20** Minutes from the April 21, 2020, meeting was reviewed & approved as written. Motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 4-0.

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

**Treasurer's Report:** Report for April 30, 2020 were reviewed and approved as presented. Motion made to accept the April Treasurer's Reports was made by Mr. Stefanelli, 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 April.

**W/D Account:** RFCU is now allowing customers to enter the lobby by appointment only. We deposited \$1202.25 into the account on May 18, 2020. Please note the laundry room was closed for renovations for 1.5 weeks. The board also approved the purchase of a coin machine for laundry change with a motion by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0.

**MassNAHRO Offerings** were reviewed by the board with interest by Mr. Salvo in the Professional Relationship Training.

**Work Orders:** Were reviewed by the board without comment.

**Monthly Checks:** Accounts payable register for the month of April were reviewed and approved as presented, with two checks in excess of \$10,000.00 during April to GIC \$20,551.35, Vareika Construction \$436,680.44, with a motion made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

**COVID-19:** Information as to NHA's response and distribution of PPE was discussed.

**Board:** Next meeting date June 9, 2020 at 4:00 PM. The board also agreed to pay out 3 weeks' vacation for an employee to balance COVID related cancellations for use of leave time with a motion by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0.

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

**HILAPP Update:** Change Order discussed during previous meetings and numbered 15 – 23 were approved with a motion by Ms. Briggs, seconded by Mr. Salvo; all in favor 4-0. The board also approved two ASA change orders 4 & 5 for the architect's additional costs incurred for change orders motion by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0 and contract extension dates, with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**Sewer Project Update:** The work for sewer connection bids were reviewed and the low bidder, JM Shaw, in the amount of \$288,425.00 was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**Part-Time ED Administrative Resources:** The board reviewed the extended hours worked on both the HILAPP Project for 37.5 hours and the Sewer Extension Project for 37.5 hours and approved these additional hours for compensation in accordance with PHN 2011-14 with a motion by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 4-0.

**Annual Plan:** The new requirement of each LHA's Annual Plan was discussed along with the URL needed to find the plan. The board agreed to the date of the meeting to present the Annual Plan to the residents on Tuesday, June 9<sup>th</sup> at 4 PM.

**CFA #15:** The board reviewed and approved the CFA in the amount of \$709,220.00 as presented with a motion 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 Year End Reports, Budgets
- All payments, agreements, documentation & policies

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

**Andrea Downey**

*Ralph Stefanelli*