



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

Meeting Date: **June 9, 2020** Time: **3:00 PM**

Meeting Location: **Norton Housing Authority, 120 West Main Street, Norton, MA
Woodland Meadows Community Room**

Members & Staff Present: **Robert Salvo, Ralph Stefanelli, Michael Young,**

Members Not Present: **Marlu Briggs**

The meeting was called to order at and adjourned at

5/26/20 Minutes from the May 26, 2020, meeting was reviewed & approved as written. Motion by Mr. Stefanelli, seconded by Mr. Young; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Annual Plan: The Annual Plan was briefly discussed to allow all to understand the content and its new place in PH.

Treasurer's Report: Report for May was not prepared for this meeting, and will be reviewed at the July meeting.

Executive Director's Report:

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

W/D Account: No deposit was made yet for June.

MassNAHRO Offerings were reviewed by the board with no comment.

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 four checks in excess of \$10,000.00 during May to Buxton Solar, \$11,794.00, MassNAHRO Insurance WC \$10,554.00, Vareika Construction \$144,057.69, Group Insurance health \$20,551.35, with a motion from Mr. Stefanelli, seconded by Mr. Young, all in favor 3-0.

Board: Next meeting date July 21, 2020 at 4:00 PM

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

Annual Plan: The annual plan was reviewed at length with the group, the scope of the plan, its availability on line, and the projects for the upcoming year. The residents presented several ideas for projects: new benches at the Woodland Meadows site, grading or fencing at concrete walkways that create a significant drop off, an elevator/dumbwaiter to transport groceries and the like to the second floor units, asphalt under the smoking carport, opening the community room to small groups, no more substance abuse allowed, trash is not being picked up regularly, peeling paint and some buildings paint has not been completed. All were addressed thoughtfully. A motion to approve the Capital Improvement Plan was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

HILAPP Update: Update provided.

Sewer Project Update: The bids were voted on last month, and the contracts are due to be out shortly. A vote to allow the Chairman to sign the contract was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Exterior Light Project WM: Low bidder coming in at \$47,325.00 was approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Bathroom Exhaust Fan JW: Low bidder coming in at \$17,730.00 was approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Roofs JW: Replacement of Roofs on all 7 buildings was approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

Garage Roof WM: Replacement of garage roof was approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

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 Co/chr