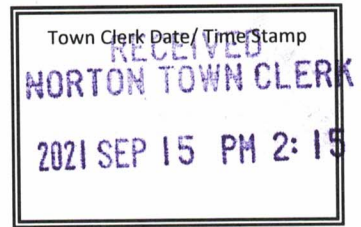




# MINUTES

## TOWN OF NORTON

### Norton Housing Authority



Meeting Date: April 21, 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, Marlu Briggs,

Members Not Present: Michael Young

The meeting was called to order at 3:05 PM and adjourned at 3:50 PM

3/10/20 Minutes from the March 10, 2020, 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 February & March 2020 were reviewed and approved as presented. Motion made to accept the February & March Treasurer's Reports was made by Mr. Young, seconded by Mr. Salvo; all in favor 3-0. 2<sup>nd</sup> Quarter Reports were reviewed and approved as presented by the board with a motion by Mr. Youngs, seconded by Ms. Briggs; all in favor 3-0.

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

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

**W/D Account:** Due to the Corona Virus pandemic, we are unable to make a deposit for coins until the bank lobby re-opens.

**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 March were reviewed and approved as presented, with two checks in excess of \$10,000.00 during March to Norton Water & Sewer \$267,044.00, Vareika Construction \$237,508.08, with a motion made by Ms. Briggs, seconded by Mr. Young, all in favor 3-0.

**Board:** Next meeting date May 19, 2020 at 3:00 PM

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

**HILAPP Update:** Change Order for additional outlets required by the Electrical Inspector were reviewed at with the board and approved as presented with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

**Sewer Project Update:** This project will resume construction on April 13 due to the Corona Virus shut-down of schools and most traffic. This will accommodate a better work schedule and the ability to blast ledge found underground along Route 123. The pump station building has been delivered and installed at Norton Housing Authority.

**Subsidy Agreement:** For July 1, 2020 through June 30, 2025 was reviewed and approved by the board with a motion by Ms. Briggs, seconded by Mr. Salvo; all in favor 3-0.

**Covid-19 Update:** I updated the board on the happenings at the housing authority as a result of the pandemic: we have been cleaning touch surfaces since 3/5/20; Offices have been closed on to the public since 4/3; we remain open to the public by telephone only; We have a contractor sanitizing all touch surfaces in the community hall and the office 1X each week; maintenance staff is responding to emergency work orders only according to DHCD's recommendation, 1 Office staff member is working an additional 7-hour shift to assist in contacting each resident weekly and to keep up with on-going pandemic related issues; administrative staff is working remotely 1-2 days each week, Community room will remain closed until the pandemic restrictions are lift. Most important, at present we have no Corona Virus cases with staff or any resident currently residing at the housing authority.

#### **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

Marlu Briggs