



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: June 16, 2015 Time: 6:00 PM

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

Members & Staff Present: Robert Salvo, Ralph Stefanelli, James Dinsel, Marlu Briggs, Michael Young

Members Not Present: Robert Salvo left at 6:10 PM

The meeting was called to order at 6:01 PM and adjourned at 7:03 PM

5/19/2015 Minutes from the Meetings at 12:30 & 6:00 PM were reviewed & Approved as written. Motion made by Mr. Dinsel, seconded by Mr. Young; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Board Re-Organization: A motion was made by Mr. Salvo to take the meeting out of order and re-organize the board first; a second was made by Mr. Dinsel. Mr. Salvo made a motion to nominate Mr. Stefanelli as Chairman; a second for discussion purposes only was made by Mr. Dinsel. A motion to make Mr. Stefanelli Chairman went to a vote, not in favor 2 – 3. Mr. Dinsel made a motion that he be appointed as Chairman. Mr. Dinsel & Mr. Salvo discussed whether or not as Governor Appointee, Mr. Dinsel can hold the position of Chairman. Mr. Salvo left the meeting at 6:10. For purposes of continuing with the meeting a motion to nominate Mr. Stefanelli as acting Chairman for the night was made by Mr. Dinsel, seconded by Ms. Briggs; 4-0.

Treasurer's Report: Report for the month of May was reviewed and approved as presented. Motion made to accept the Treasurer's report was made by Mr. Young, seconded by Mr. Dinsel; all in favor 4-0. Budget Revision for the DHCD Snow Removal Initiative & Snow Removal per DHCD for the January 2015 blizzard and finalization for the generator and ADA projects was reviewed by the board and a motion was made by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0.

Executive Director's Report:

Timesheets: I worked an average of 34.6 hours during the month of May.

W/D Account: For the month of June the deposit was \$478.00. Please note that a May deposit was made on 5/13/15.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

BCSD: Painting is going smoothly. Costs to date for paint and food for the BCSD work crew \$1054.13.

Breakfast Program: I am planning to visit the Francis Cabot Lowell Mill with the resident volunteers to see how the program works.

No Smoking Implementation: We are going smoke free as of 7/1/2015. Progress has been made on the designated smoking area however the board is not pleased with the condition of the stone dust. They are concerned the softness is a danger that requires our immediate attention. I plan to remove all the furniture from the area and cordon it off for use until we can improve the stone dust compaction.

Painting Project: The deck painting is completed. The final payment request will be forthcoming.

Elephant Drive: In an effort to automate back-up of our data, our IT Technician, Emory Chapman recommended that we implement Elephant Drive at \$9.95 per month. A motion to approve this expenditure using our Debit Card was made by Mr. Dinsel, seconded by Mr. Stefanelli, passing 3-1.

Community Room Flooring: Today I had a telephone conference with a representative from Factory Paint and learned that Karndean will be replacing the flooring. Steve said after a lengthy discussion with the Vice President of the company he deemed our lot part of a defective lot and eligible for replacement.

Sun Connect Contract: The contract for our solar energy program was sent to Mr. McPartland at DHCD for review early in June. I recommend we wait for DHCD to confirm the language in the contract is what they negotiated initially with the vendors soliciting housing authorities.

Colorado/Bobcat: I inquired with the state contract vendor, Liberty Chevrolet about the Colorado and learned that there will be a small window of opportunity to purchase this vehicle. The Bob cat is due to be delivered this week.

CIP Projects: The ongoing projects were reviewed with the board.

List of Documents and Other Exhibits used at Meeting:

- **Minutes, Treasurers Report and Budget Revision**
- **All reports & product information**
- **Sun Connect contract**

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
