



# MINUTES

## TOWN OF NORTON

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Board/ Committee: Norton Housing Authority

Meeting Date: December 15, 2015 Time: 4:30 PM

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

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

Members Not Present: Robert Salvo

The meeting was called to order at 4:31 PM and adjourned at 5:21 PM

11/17/2015 Minutes from the Meeting on 11/17/2015 at 4:30 PM, were reviewed & approved as written. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor, 4-0.

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

**Treasurer's Report:** Report for the month of November was reviewed and approved as presented. Motion made to accept the Treasurer's report for November was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

### **Executive Director's Report: expects an update**

*Timesheets:* I worked an average of 33.5 hours during the month of November.

*W/D Account:* For the month of December the deposit was \$961.25

*MassNAHRO:* Upcoming offerings were presented to the Board.

*Work Orders:* Were reviewed by the board.

*Board Business:* To be placed on the January 2016 agenda: NHA Management Plan, Occupancy Policy & Exploration of Quarterly Board meetings put on by MassNAHRO or another organization.

*Sun Connect:* The board was brought up to date on the status of the Solar Contract with Sun Connect.

**Smoking Area Canopy:** Pricing for both Carports & Gazebo's were reviewed by the Board. The pros and cons of choosing the carport or the gazebo was discussed at length. After much discussion, the following was determined:

Both the carport and the gazebo would shelter occupants equally;

The curb appeal of the gazebo was by far the most appealing to all the board members;

The need for a second carport/gazebo to shelter a non-smoking area is not completely out of the question;

The cost difference of the carport \$2400.00 and the Gazebo \$9002.00 is significant for any budget; Woodland Meadows continues to be in need of a lot of work and the extra money spent on the gazebo would go a long way for other projects. A motion to accept the lowest bid of \$2400.00 for an installed carport was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

**Colorado Pick-up Truck Purchase:** The board was updated on the stats of the truck purchase. At this time the order has been placed for our truck by Liberty Chevrolet and he expects an update soon.

**Phone System & Microsoft Office:** I outlined for the board 3 purchases that I would like to make over the next few months. The phone system with voice mail capability will assist NHA staff to manage time more efficiently and also provide privacy for residents and applicants leaving messages. Microsoft Office Software has become a necessity particularly for the ED as the current student version of this software is unable to provide Microsoft Outlook and creates problems with email service including attachments. It may be necessary to make an online purchase for the Microsoft Software. **A motion was made to allow the purchase of the software using the Debit card, in the amount of \$1000.00, by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.** The office carpeting has been in poor condition since we replaced the flooring in the community room in 2012. The board had suggested replacing the flooring in the offices at the same time. We are replacing the carpet with the same carpet used in the units, and adding a padding which doesn't exist now and results in a very damp cold floor during the winter months.

**Executive Director CIP Hours:** In accordance with PHN 2011-14, part-time Executive Directors are allowed to receive extra compensation, up to 37.5 additional work hours. Executive Directors are not paid overtime wages or allowed to accumulate compensatory time. I have prepared an analysis of the overage of hours spent on the various Capital Improvement Projects over the last year totaling 41.5 hours. As an aside, I calculated the number of hours **recorded** for the ED that were uncompensated. from January – December are roughly 108. A motion was made to accept the executive director's request for 37.5 hours of additional compensation in the amount of \$1256.62 by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**Formula Funding FY18 Letter:** The board was furnished with correspondence for DHCD indicating funding for the roofing project was approved in the amount of \$248,218.00.

**CIP Projects:** The board was provided with an analysis of projects in process and the stage of each project to date.

**HILAPP Application:** The executive director informed the board of the status of this application. We have been asked to submit a plan for the possibility of \$1.35 million in additional funding. I sat down with our architect, John Ciccariello and determined this funding would enable NHA to complete the remaining roofs, windows and replace plumbing shut-offs and replace shut-offs, hot & cold piping and insulation in 5 sub basements at throughout the Woodland Meadow's development.

**List of Documents and Other Exhibits used at Meeting:**

- Minutes, Treasurers Report
- Executive Director Report & attachments
- Smoking Area carport quotes, ED CIP Hour analysis, FF letter
- CIP chart

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:



