



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: January 19, 2016 Time: 4:30 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: _____

The meeting was called to order at 4:32 PM and adjourned at 5:37 PM

12/15/2016 Minutes from the Meeting were reviewed & approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-1.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of December 2015 was reviewed and approved as presented. Motion made to accept the Treasurer's Report for December 2015 was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0. Quarterly Report for the month end December, 31 2015 was reviewed and approved as presented. Motion made to accept the Quarterly Reports for December 31, 2015 was made by Mr. Young, seconded by Ms. Briggs; all in favor 5-0.

Executive Director's Report:

Timesheets: I worked an average of 34.3 hours during the month of December.

W/D Account: For the month of January the deposit was \$1035.00.

Monthly Checks: Disbursements for the month of December 2015 were reviewed and approved by the board. A motion was made by Mr. Stefanelli, seconded by Mr. Young; all in favor, 5-0.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: For the month of December were reviewed by the board.

Board – New Business: For next month's agenda: A POW Flag for the Flag Pole; MassNAHRO Conference for Mike, Jim, Ralph & Marlu, Mike & Marlu will receive their certificate of completion plaques and Jim would like to stay overnight.

Sun Connect Contract Update: A memorandum was provided to the board and my telephone conference with Paul McPartland at DHCD was discussed. We agreed to wait until at least January 25th, to see if SunConnect's application is accepted and complete to sign off on the contracts.

Municibid: One Ariens 32" snow blower was placed on the Municibid site for sale. Although we did not receive a qualifying bid for the amount I had anticipated (\$500.00) we were offered \$425.87 which the board deems a fair price. The board voted to approve the highest bid for \$425.87, provided that the high bidder is still willing to make the purchase. A motion was made to accept the offer of \$425.87 by Mr. Young, seconded by Mr. Salvo; all in favor 5-0.

Management Plan Sections 1-3: The first 3 sections of the management plan were presented to the board and a few minor adjustments were made. Section 4 will be provided prior to the February meeting.

Chevrolet Colorado: The truck is in production and expected for delivery in early February.

CDBG-DR: The Consultants bid tabulation was reviewed by the board. The Town has already voted and approved the low bidder, STG Consultants Services. The board approved the bid in the lump sum amount of \$28,500.00, any overage should be brought before the board. A motion was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 5-0.

Single Audit: The board received the draft report from the single audit performed at NHA, by Guyder Hurley, PC on January 14, 2016. The results were excellent, with no findings and 4 recommendations.

Other Business: ADA Bathrooms - A change order for unit M112 is necessary to continue on with this project. In order to bring the drain up to code, the existing 1.5” drain needs to be piped in at 2”. The cost for this change is \$5518.18. The board approved the change order in the amount of \$5518.18. A motion was made by Mr. Young, seconded by Mr. Stefanelli.

List of Documents and Other Exhibits used at Meeting:

- **Minutes, Treasurers Report & Quarterly Reports**
- **Director’s Report documentation**
- **Municibid, CDBG Consultant Bid Tabulation & ADA Bath Change Order**
- **Management Plan, Single Audit and memorandums**

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
