



# MINUTES

## TOWN OF NORTON

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Board/ Committee: Norton Housing Authority

2017 JUN -1 P 3:45

Meeting Date: April 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, Michael Young

Members Not Present: Marlu Briggs

The meeting was called to order at 4:38 PM and adjourned at 5:35 PM

3/21/2017 Minutes from the March 21, 2017 Meeting were reviewed & Approved as written. Motion made by Mr. Salvo, seconded by Mr. Stefanelli; all in favor, 3-0.

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

**Treasurer's Report:** Report for the Month of March 2017 & Quarterly Reports were reviewed and approved as presented. Motion made to accept the Treasurer's Report & Quarterly reports as presented was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

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

**Timesheets:** I worked an average of 33.68 hours during the month of March.

**W/D Account:** For the month of March the deposit was \$851.00.

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

**Work Orders:** Were reviewed by the board without comment.

**Monthly Checks:** Were reviewed by the board. A motion to approve the monthly checks as presented was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

**Board – NEW Business –** Add Annual Cookout to agenda in May.

**Close Fridays June/July/August:** The ED requested the office be closed on Fridays during June, July & August. A motion to approve was made by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 3-0.

**Amazon Card Community Event Purchases:** A price comparison was done for community event paper goods, coffee and the like was done and our current supplier, Staples, was competitive.

**Water Results:** Analytical Balance tested water samples from 2 units, one from each 667-1 & 667-2, submitted to them on 3/17/2017. They're determination indicated the water chemically meets the maximum contaminant level requirements established by the Commonwealth of Massachusetts for drinking water.

**Board – NEW Business:** Next agenda – Annual Summer Cookout.

**CIP Project Information Update:** The project matrix was reviewed by the board with no comment.

**CDBG-DR Bid Tabulations:** The bid tabulation was reviewed & approved by the board. A motion to accept the Bid tabulation with JM Shaw Construction Corp as the low bidder for the CDBG-DR Project was approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

**CDBG-DR Contract Amendment – Performance Extension:** The contract amendment was reviewed & approved by the board. A motion to accept the contract amendment for the CDBG-DR Project was approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

**Camera Procurement Woodland Meadows & Jacobs Way:** The quotes were reviewed by the board for the plate reader camera project. Due to funding constraints, and the CDBG-DR project that will begin this spring in the area of the camera placement, it was determined that we will complete the project at Jacobs Way this year. If funding permits and when the ground work is completed, we can re-visit the Woodland Meadows camera project.

**Maintenance Policy:** A policy approved by our pilot Attorney was presented to the Board for review and was approved. A motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor 3-0.

**Telecommunication Policy:** This policy was approved by our pilot attorney and reviewed and approved by the board.

A motion by Mr. Young,  
seconded by Mr. Stefanelli; all in favor, 3-0.

**ADA Grant Application:** The possibility of an application was favored by the board.

**Other Business:** Topics not reasonably anticipated 48 hours in advance.

Adjourn

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

- Minutes, Treasurers Report and Quarterly Reports
- Bid tabulations, quote information & contracts
- Policies and ADA Grant information.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

