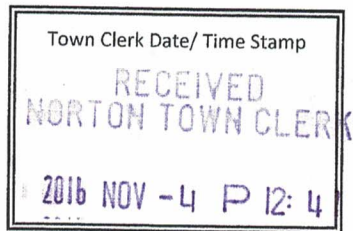




MINUTES

TOWN OF NORTON



Board/ Committee: Norton Housing Authority

Meeting Date: September 20, 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, Marlu Briggs, Ralph Stefanelli, Michael Young

Members Not Present: _____

The meeting was called to order at 4:30 PM and adjourned at 6:45 PM

7/19/2016 Minutes from the July 19, 2016 meeting were reviewed & approved as written. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Board Re-Organization: To fill the vacancy left from the resignation of the Mr. Dinsel, the board re-organized as follows: Chairman – Robert Salvo, motion made by Ms. Briggs, second by Mr. Stefanelli, 3-0, 1 present. Vice Chairman – Ralph Stefanelli, motion made by Mr. Salvo, seconded by Ms. Briggs, all in favor 3-0, 1 present. Treasurer – Marlu Briggs, motion made by Mr. Salvo, seconded by Mr. Stefanelli, all in favor 3-0, 1 present. The entire re-organization as presented, with Mr. Young as Board member, was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Treasurer's Report: Report for the Month of July 2016 was reviewed and approved as presented. Motion made to accept the July Treasurer's Report was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0. Report for the Month of August 2016 was reviewed and approved as presented. Motion made to accept the August Treasurer's Report was made by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

Executive Director's Report:

Timesheets: I worked an average of 33.9 hours during of July; an average of 32 hours per week during August.

W/D Account: For the month of August the deposit total was \$1071.75.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: For the months of July & August were reviewed by the board, the board requested the previous months report be provided going forward.

Monthly Checks: The Check Register for the month of July was presented to the board. A motion to approve as presented was made by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 4-0. The Check Register for the month of August was presented to the board. A motion to approve as presented was made by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 4-0.

Cookout Expenses: were shared with the board. The total expense for the cookout, attended by 50 or more residents, was \$1259.04. Senior Whole Health agreed to contribute \$400.00 toward the event.

Resignation of Board Member: Last month we had a board resignation on the day of the meeting. With it not being officially on the Agenda, I added it to this month for clarification. A motion was made to accept the resignation as submitted by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Board – Budget items: Cameras at Woodland Meadows & Jacobs Way; Cross walk signs at the top of 120 W. Main Street needs to be re-visited;

Jacobs Way Additional Units: The board requested that I look into the possibility of additional units at our JW site. After a discussion with Amy Stitely, Director of Construction at DHCD, she indicated there is no funding available from the State for this type of project, but MassHousing may be able to look into funding for us. The stipulation here is that NHA would not be assured that they would manage the property.

Management Plan 2016: Final copy provided to each Board member. The Organization of the Board will be Revised & provided at the October 20th meeting.

Common Area Policy REVISED: This policy was revised to better suit community requests. A motion was made to approve the newly revised policy as presented by Ms. Briggs, seconded by Mr. Young; all in favor 4-0

CIP Project Information Update & Additional Emergency Funding Award Letter: The board reviewed the CIP Updates and the letter for Emergency Funding in the amount of \$1,161,308.56 for a septic system replacement.

AC Substantial / Final Completion: The board reviewed the Substantial Completion documentation on the AC Project. A motion was made to approve the Substantial Completion request in the amount of \$5710.00 by Mr. Stefanelli, seconded by Ms. Briggs, all in favor, 4-0.

JW Septic Chemical Treatment Bid Tabulation: The board reviewed all the bids for the chemical treatment for the rear system at JW. A motion to approve the lowest bidder, Dumont Pumping was made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Annual Capital Improvement Plan 2017: The annual Capital Improvement Plan was reviewed by the Board. A motion to accept the plan as presented was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Lead Paint Certification: Was reviewed by the board & approved with a motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

GCG Invoice & STG Invoice Approvals: The board reviewed the GCG Invoice #3. A motion to approve the invoice as presented was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0. The board reviewed the STG Invoice #1. A motion was made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Solar Estoppel: Document for financing of the solar array was presented to NHA for approval. I have already approved and signed this document in conjunction with a discussion Paul McPartland at DHCD. This is standard document to facilitate financing for the solar facility. The board has approved the document with a motion by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 4-0.

Municibid Results: The bid results for 4 items are as follows: 24" Electric Range, \$78.00; Panasonic Phone System \$10.00; Klopp Coin Counter \$290.00. All these items were paid for and picked up. The Power Washer sold at \$50.00 but has not been paid for or picked up.

Mansfield Bank Remote Deposit: The document for the ability to use a remote deposit system for intake on accounts receivables were reviewed and approved by the board. A motion to approve the documentation & implementation of this system was made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Wellness Fall Program: The 3 day per week program was reviewed by the board and approved for 3 / 1 hour classes per week at \$35.00 per class for a total of \$1680.00. A motion to approve \$1680.00 to be paid from the Laundry fund, was made by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 4-0.

Commissioner Breach of Monitoring the Agency's Activities EXECUTIVE SESSION: The Commissioner requested discussion be held in an Executive Session. A motion was made to go into Executive Session, commencing the regular meeting at 6:30 and beginning Executive Session at 6:35 to discuss the Commissioner breach of monitoring the Agency's activities by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0. Chairman Salvo asked the Commissioner if there was anything he would like to add to the correspondence. The Commissioner indicated he could add a few things, but instead he apologized to the group, & agreed to not interfere with the day to day activities of the Agency going forward.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- All reports, award letters, bid tabulations, certifications, invoices, agreements
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Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

