



# MINUTES

## TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: October 25, 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, Michael Young

Members Not Present: Ralph Stefanelli

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NORTON TOWN CLERK  
2016 DEC - 5 PM 2:59

The meeting was called to order at 4:30 PM and adjourned at 5:26 PM

9/20/2016 Minutes from the September 20, 2016 Meeting were reviewed & approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

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

**Treasurer's Report:** Report for the Month of September 2016 was not available due to the 9/30/2016 year end. September & October's treasurer's reports will be available at the November meeting.

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

**Timesheets:** I worked an average of 34.72 hours during the month of September. My vacation timesheet was also included to advise the board of my time totals coming into the new fiscal year.

**W/D Account:** For the month of September the deposit was \$582.50.

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

**Work Orders:** W/o's were reviewed by the board. It was agreed the W/O report format will change to decrease the detail of units but not the description of the work performed by staff.

**Monthly Checks:** Checks for the month of September were reviewed by the board. A motion to approve the accounts payable register was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**Board - NEW Business - Budget Items for next FY; State Appointee.**

**PHN 2016-27- Changes pertaining to State Appointee Board Members:** Our vacancy was discussed.

**CIP Project Information Update:** Each project was discussed. JW Emergency Septic Aid-Ox Treatment was completed. The invoice for this work totaled \$6,800.00 and was approved by the Board with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**Management Plan 2016:** The NHA Management Plan Revised in 2016 was approved by the board. A motion was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

**HILAPP Award Letter:** This letter was welcomed by the board. They very much look forward to all the improvements to Woodland Meadows.

**Emergency Sidewalk Project:** The board reviewed & approved requisitions 1 & 2; certificate of substantial completion, certificate of final completion, Change Order 1. A motion made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**AC Project:** Certificate of Final Completion was reviewed & approved by the board. A motion was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

**CFA 5001 Amendment:** CFA Amendment in the amount of \$248,218.00 was reviewed and approved by the board. A motion made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

**Accounts Receivables Write-Offs:** To close out FY 2016, the board was presented with two write-offs totaling \$ 177.00. A motion to approve the write-offs was made by Mr. Young, seconded by Ms. Briggs, all in favor 3-0.

**Revised Firearm Policy:** A revised Firearm Policy was presented to the board adding that it is the resident's responsibility to provide the housing authority with current licensing information as it becomes available. A motion was made to accept the revised Firearm / Weapon Policy by Ms. Briggs, seconded by Mr. Young; all in favor 3-0

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

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

- Minutes, all Director's Report Items
- CIP update, requisitions, substantial, final & change orders
- Management Plan, CFA Agreement, Revised Firearm Policy, A/R Write-offs.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

*Ralph Spennelli*

vice