



MINUTES

TOWN OF NORTON

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Board/ Committee: Norton Housing Authority

Meeting Date: January 17, 2017 Time: 4:30 PM

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

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

Members Not Present: Robert Salvo

The meeting was called to order at 4:30 PM and adjourned at 6:25 PM

12/20/2016 Minutes from the Regular Meeting were reviewed &
Approved as written. Motion made by Ms. Briggs, seconded
by Mr. Young; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of December 2016 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0. Quarterly Reports were reviewed and approved as presented. Motion made to accept the quarterly reports was made by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 33 hours during the month of December.

W/D Account: For the month of December the deposit was \$682.75.

RFCU Debit Card Approvals: 1 & 1 Website at \$44.94 quarterly; Walmart Order \$92.78 for the Breakfast Program; Wayfair Order \$23.58 for Breakfast Program; NAS & back-ups \$634.94; Amazon Order \$689.97 for Microsoft all previously discussed. Motion for approval \$44.94 by Mr. Stefanelli, seconded by Ms. Briggs; Motion for approval on \$92.78, \$23.58, \$634.94, & \$689.97 by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

YMCA Exercise: Due to low attendance in this program, the board has voted to reduce the offering to two times weekly and track attendance. Motion made to continue 2 weekly sessions of exercise was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: for the month of December were reviewed and approved as presented. Motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

Helping Hands: accepted the donation of the power washer.

ED Contract: DHCD template was provided to the board for ED contract renewal in May. It was noted the current template includes 20% of sick time at retirement. Performance Evaluations were included at the table for each board member to complete for the February meeting. DHCD now requires 60 days to review the contracts, which will require NHA to submit the renewal by March 1st.

Water Commission: I was included on the Water Commission agenda for the 1/11/17 Water Dept. meeting. We had a productive discussion about the Middle School WWTP failure and the possibility of a collaboration to bring sewerage down West Main St.

Snow Storm January 7th: Pursuant to the memo prepared for the boards review, a motion was made to pay overtime hours for the hours worked on both Saturday – Sunday during the storm despite the Martin Luther King Holiday by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Administrative Lunch Break: To properly reflect how lunch is taken by administrative staff, I requested a revision to the current policy. This topic was tabled until February.

Board Business: Admin Lunch; ED Evaluation.

CIP: Capital Improvement Schedule was reviewed by the board.

GCG Mike Carter: Presentation for the WWTP, CDBG site work & Jacobs Way Septic System. Mr. Carter was well received by the board and the WWTP options were laid out for the board.

RCAT: Michael Young was voted in as a member of the 9-member board.

Winter Parking Policy: Was reviewed by the board and approved with a motion from Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

CDBG Requisitions 6, 7, 8: Were reviewed and approved as presented with a motion from Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Drug Free Policy: Was reviewed and approved with 2 minor grammatical changes by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Snow Removal Concerns: A board member discussed concerns with sidewalk conditions for residents with mobility impairments during the recent snow storm. Walks need to be cleared quicker to allow for safe passage for all residents, particularly for those that may be in need of an ambulance stretcher during a storm. In addition, the second story porches were not cleared, creating a slippery condition.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Quarterlies
- Policies, notices emails, etc.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

