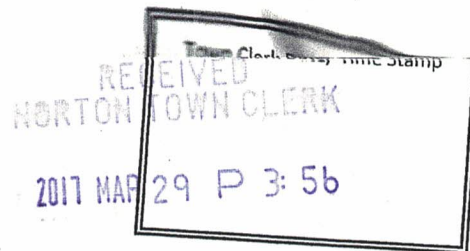




MINUTES TOWN OF NORTON



Board/ Committee:

Norton Housing Authority

Meeting Date:

February 21, 2017

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

4:34 PM

and adjourned at

5:49 PM

HILAPP Designer Interview & Contract – Gorman Richardson Lewis Architects: Scott Richardson, and George O'Neill made a presentation about GRLA, as the Designer Selected by the Designer Selection Board at DHCD. GRLA provided the board with an information packet, including the addition required by Designer Selection Board for the MBE/WBE qualification. A motion was made to approve Gorman Richardson Lewis Architects as the HILAPP Designer with a motion made by Mr. Young, seconded by Ms. Briggs, all in favor, 4-0.

1/17/2017

Minutes from the Regular Meeting were reviewed & Approved as written. Motion made by Ms. Briggs, seconded by Mr. Young; all in favor, 3-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for the Month of January 2017 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 4-0.

Executive Director's Report:

Timesheets: I worked an average of 33.88 hours during the month of January.

W/D Account: For the month of January the deposit was \$842.50.

MassNAHRO: Upcoming offerings were presented to the Board.

PHN 2017-5 Mandatory Board Member Training: The board was alerted to the mandatory board training in accordance with this PHN. Each board member was provided with the email provided to NHA, the password for the training and the link to the training. Each board member is aware of the deadline of this training and the consequences if they do not complete the training.

Work Orders: Were reviewed by the board. The report provided was incorrect. A corrected report was provided to the board by email.

Monthly Checks: for the month of January were reviewed and approved as presented. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

Vacancy Update: The board was provided with a copy of the handwritten vacancy ledger for review.

Security Deposit Return: The board was provided with a copy of a pet deposit return during the month of February.

ED Contract: DHCD template was provided to the board for ED contract renewal in May. The board returned 3 ED Performance Evaluations. There was also discussion on a 5-year contract.

Board Business: Next month's agenda should include water testing and State Appointee Position

CIP Project Information Update & Revision: Project information reviewed by the board. A CIP Revision to increase the amount of the Plumbing Shut-Off Valve Project, by eliminating the community hall bathroom revision that has been included in the HILAPP project. A motion to approve the CIP Revision was made by Mr. Young, seconded by Mr. Stefanelli, all in favor, 4-0.

PHN 2017-4 Board Member Elections: This PHN was discussed and does not apply to the LHA at present due to the composition of this board with no board member elections upcoming for Norton's April 25th election day and we already have 2 resident board members.

Sick Time Policy: The new DHCD ED contract includes a reimbursement of 20% of accrued sick time upon retirement from the LHA. After a conversation with our Fee Accountant, Gary DePace, he already accrues this amount for all employees eligible for this benefit. I suggest that the Personnel Policy be updated to include this benefit. There was discussion about the fact that sick time is not capped. This is to be placed on the March Agenda.

CDBG-DR Invoice: The board reviewed and approved the invoice for GCG in the amount of \$7,550.00. A motion was made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report, Director's Report Documents
- HILAPP Documents, PHN's, and all other documents included on the Agenda

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

