



# MINUTES

## TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: March 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 4:38 PM and adjourned at 5:56 PM

2/21/2017 Minutes from the February 21, 2017 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:*

**Treasurer's Report:** Report for the Month of February 2017 was reviewed and approved as presented. Motion made to accept the 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 32 hours during the month of February.

**W/D Account:** For the month of February the deposit was \$695.75.

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

**Work Orders:** Were reviewed by the board, with no comment.

**Monthly Checks:** The Accounts Payable Register was presented to the board for review. A motion to approve the accounts payable register was made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**MassDOT:** Permit Application submission was reviewed; if DOT approves, the board would like the push-button actuated signal to be installed.

**Pet Deposit Return:** Pet Deposit return was reviewed by the board, with no comment.

**Board – NEW Business:** Next month, explore funding an Amazon Gift Card for resident activity expenses.

**Woodland Meadows Sewer Update:** Mr. Salvo explained the sewer options to the board. We discussed a course of action that the director needs to work on: determine the date of the perc test at Woodland Meadows. Once results are received, our options will be clearer. With the results of the test, 3 options prepared by GCG, schedule a meeting with the Water Department for review of our findings and work toward getting the Water Dept. before the Board of Selectmen.

**Sick Time Policy:** The board reviewed the policy presented, to include 20% of sick time accrued to be paid to an employee that retires from NHA or is deceased during employment. A motion made to approve the policy was made by Mr. Stefanelli. Seconded by Ms. Briggs; all in favor 4-0.

**Executive Director Contract:** The board was presented with the DHCD approved mandatory contract cover sheet, and the DHCD approved contract for a 5-year term, that will expire on 9/30/21. A motion to approve the contract was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**CIP Project Information Update:** The document was reviewed by the board. No comments were given.

**JW Plumbing Valve Bid Tabulation:** The board reviewed the bid tabulation prepared by the RCAT Team, with references and their recommendation for the lowest bidder. Two quotes were received and the lowest bidder is a repeat contractor and is held in high regard. A motion was made by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

**CDBG-DR DHCD Draw Down & GCG Payment Approvals:** The board reviewed payment request & drawdown

request as presented with a motion for approval by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. Also reviewed was the Approval to bid this project by DHCD.

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**JW Appliance Project:** Quotes for appliances purchased & delivered for Jacobs Way was approved by the board in the amount of \$6,612.00 with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**HILAPP CONTRACT:** Contract for Designer Services was reviewed & approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

**Lead Testing:** I went over the process for the water testing at Analytical Balance with the board. Samples were dropped off on 3/17/2017. Results should be available within 10 days.

**State Appointee Vacant Position:** The Town has posted the vacancy on its website and NHA has posted it on ours too.

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

- **Minutes, Treasurers Report and Budget Revision**
- **All correspondence, bid tabulations updates, payments requests, contracts, memorandums**
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Minutes respectfully submitted by:

**Andrea Downey**

Minutes Approved by Committee on:

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Chairman Signature:

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