



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: May 16, 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 4:42 PM
4/19/2017 Minutes from the April 19, 2017 Re-Opened
5:57PM
Meeting were reviewed &
approved as written. Motion made by Mr. Young, seconded by Ms.
Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

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

Executive Director's Report:

Timesheets: I worked an average of 32.5 hours during the month of April.

W/D Account: For the month of April the deposit was \$1106.25.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts Payable was reviewed by the board. A motion to approve the accounts payable register was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

YMCA Exercise: This program has been suspended for the summer. The board is hoping that if this program resumes in the fall a larger group can participate.

Annual Cookout: The date for the annual cookout for the residents is scheduled for 9/8/17. Chairman Salvo has agreed to cook for the event and the tenant group has agreed to organize the event.

Board – NEW Business – Topics for June's meeting: Smoke Free Discussion, a representative from DHCD to attend a board meeting, Policy for no resident meetings without the presence of 2 staff members, and possibly recording resident meetings & phone conversations.

CIP Project Information Update: Projects were reviewed by the board.

Formula Funding Award Letter: Correspondence reviewed by the board.

Crosswalk: Permit application requires additional information on the engineering plans. The required information has been submitted.

CDBG-DR Update / Payment Approvals: Contracts for this project are in process. There were no payments to approve.

ADA Funding: There is no update on this application. I have not completed the application to date.

Contract for Financial Assistance (CFA): The CFA was reviewed & signed by the board approved as presented with a motion from Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

NHA AUP Audit: I included a copy of the draft letter for the Guyder Hurley Audit. We received a completely clean bill of health. The Board was pleased with the performance of the administrative staff involved.

ED Temporary Coverage: In an effort to reduce the stress on the director and office staff during resident crises the director proposes the following steps be implemented: 1. An attorney be hired for future property loss issues involving residents; 2. Code of Conduct Policy be implemented; 3. Resident Coordinator work hours be increased to 21 hours including benefits; 4. Conference with resident involved in this confrontation. The board agreed to all of these changes and requested I set the plan in motion.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Budget Revision
- FF, CFA, AUP and all items listed in the Agenda

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:
