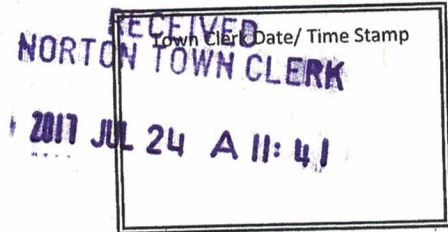




# MINUTES TOWN OF NORTON



Meeting Date: June 20, 2017 <sup>using Authority</sup> 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 6:46 PM

5/16/2017 Minutes from the May 16, 2017 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 May 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.

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

**Timesheets:** I worked an average of 32 hours during the month of May.

**W/D Account:** For the month of April the deposit was \$681.75.

**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 3-0.

**Board - NEW Business -** Topics for July's meeting: Smoke Free Discussion, a response from DHCD to property loss inquiry, Conference Policy; legal service agreement.

**Non-Smoking Policy:** We had a lively discussion with Attorney Chris Banthin from the Department of Public Health. Attorney Banthin will get back to us on a couple questions about possibly revising our current policy and how to handle resident complaints in the coming weeks.

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

**Carpet Contract:** The carpet bid tabulation was reviewed by the board and Flair Carpet was confirmed as low bidder with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**CDBG-DR:** Update & Invoice for Bid Docs was reviewed and approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**ADA Plan 2014 & 2017:** The 2014 plan was reviewed & the 2017 Plan was reviewed and approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**ADA Funding Application:** Submission was reviewed by the board.

**Conference Policy:** Was reviewed by the board and tabled for the July meeting, with a full board.

**Public Records Policy:** Was reviewed and discussed by the board. A motion to approve the policy was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 3-0.

**Crosswalk:** Permit application has been approved. Once the 3<sup>rd</sup> quarter budget revision is submitted & approved, we will order the lights & contact the DPW for installation.

**RFCU Purchases:** 3 purchases: Phonevite, Vista Prints & GE Parts were reviewed by the board with a motion from Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**Final Certification 218049:** The board reviewed the completion certificate for the plumbing shut-offs and approved as presented with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 3-0.

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

- Minutes, Treasurers Report and Policies, Bid Tabulations, certification, etc.

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

[Signature]