



MINUTES

TOWN OF NORTON

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Town Clerk Date/ Time Stamp

Board/ Committee: **Norton Housing Authority**

Meeting Date: **July 18, 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, Michael Young
Ralph Stefanelli**

Members Not Present:

The meeting was called to order at **4:30 PM** and adjourned at **5:48 PM**

6/20/2017

Minutes from the June 20, 2017 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 June 30, 2017 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Mr. Salvo; all in favor 3-0. Quarterly Reports for the month end June 30, 2017, 3rd quarter, 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. Budget Revision 1 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

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

W/D Account: For the month of June the deposit was \$721.75.

MassNAHRO: Upcoming offerings were presented to the Board.

DHCD Board Training Certifications: Marlu has completed the course and will provide the certification; Michael Young is nearly finished with the course.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts Payable for the Month of June 2017 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Board Business – Possible purchase of a new sander and sale of old sander; used golf cart.

CDBG-DR – Jeff Shaw was not able to make the meeting. There was a brief discussion about material preference of the Conservation Commission. The project schedule was reviewed.

CIP Project Information Update: Was reviewed by the Board. The Crosswalk Quote was revisited as there was a reduction in cost. A motion was made to approve the quote for the crosswalk materials at \$8095.68, by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

CDBG-DR: No invoices were presented to the Board.

HILAPP: A brief overview of what's being worked on was discussed.

Conference Policy: Was reviewed by the Board. The board requested an attorney review the policy.

Driscoll & Driscoll Legal Service Agreement: The agreement was reviewed by the Board. A motion to approve the Legal Service Agreement was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Smoking Policy Update: We had a discussion about revising the existing Smoking Policy to include clarifying language for new marijuana laws. The board elects to prohibit smoking or growing of marijuana on site, in units & and designated smoking areas.

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ADA Grant: We were denied for this grant for FY 2017. We will apply when the FY 2018 applications will begin being accepted after August 1st.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report, quarterlies and Budget Revision 1
- Policies, legal service agreements, smoking policy, ADA grant information

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Ralph Jewell
Megan

Chairman Signature:
