



MINUTES

TOWN OF NORTON

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Board/ Committee: **Norton Housing Authority**

Meeting Date: **May 1, 2018**

Time: **4:30 PM**

Meeting Location: **Norton Housing Authority, 120 West Main Street, Norton, MA Woodland Meadows Community Room**

Members & Staff Present: **Marlu Briggs, Michael Young, Ralph Stefanelli**

Members Not Present: **Robert Salvo**

4:44 PM

5:41 PM

The meeting was called to order at and adjourned at

3/27/18

Minutes from the March 27, 2018, 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 March 2018 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. Quarterly statements for our 2nd quarter were reviewed and approved, with a motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 32.8 hours during the month of March.

W/D Account: For the month of March the deposit was \$859.18.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

Monthly Checks: Accounts payable register was reviewed and approved as presented with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Board – Nothing requested.

CIP Project Information Update: The information was reviewed by the board with no comment.

CDBG Payment Requests: 3 requests were approved by the board – JM Shaw, Request # 6 in the amount of \$60,398.54; GCG Associates, Request # 18 in the amount of \$1200.00; STG Consultant's Request # 13-25 in the amount of \$1200.00 were approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Woodland Meadows Sewer Tie-In Update: The emails and correspondence were reviewed by the board. DHCD has increased the amount of their offer for a contribution to the Town's W. Main Sewer Project. We are waiting on the Town's reply to DHCD's April 20th letter that included the increased funding amount.

Jacobs Way Septic Update & Payment Requisition: The new rear septic system at Jacobs Way is nearly complete. Requisition 1 was before the board for mobilization costs in the amount of \$3,752.50 and was approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0. The board was advised another May meeting may be necessary to approve the final payment for this contractor.

CFA Updated: Our CFA update that corresponds to the previous DHCD W Main Sewer Project was before the board in the amount of \$920,000.00 and was approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Veteran's Policy Update: This policy was updated in accordance with DHCD's PHN 2018-7. The policy was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in

favor 3-0.

Page 2
Board Meeting Minutes

DHCD Resident Survey: The results to the survey that was sent to our residents by DHCD were reviewed by the board. All in all, our staff did very well.

Tree Proposal: The single proposal that was received for removal of the trees damaged during the storms over the winter was reviewed by the board and approved with a motion by Mr. Young; seconded by Ms. Briggs; all in favor 3-0.

Refrigerators & Shades – Elimination: The board has no interest in pursuing this option at this time.

List of Documents and Other Exhibits used at Meeting:

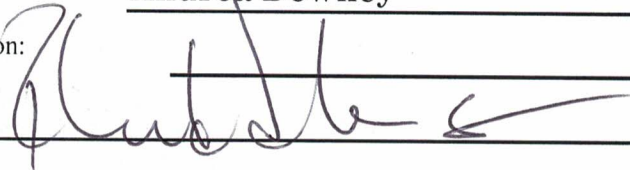
- Minutes, Treasurers Report and Budget Revision
- All payments, agreements documentation policies

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

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