



MINUTES

TOWN OF NORTON

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Board/ Committee: **Norton Housing Authority**

Meeting Date: **October 16, 2018** 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:

4:36 PM

5:44 PM

The meeting was called to order at and adjourned at

9/18/18

Minutes from the meeting on September 18, 2018, were reviewed & approved as written. Motion made by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: No report is available for September because its our fiscal year-end & budget guidelines are out. Our November meeting will bring September and Octobers treasurer's reports and our FY 2019 budget.

Executive Director's Report:

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

W/D Account: For the month of September the deposit was \$433.75. Our last deposit was on August 27th, which accounts for the reduced deposit for September.

MassNAHRO: Upcoming offerings, including the Fall conference, were presented to the Board.

Work Orders: Were reviewed by the board. The board requested that we include uncompleted work orders in November.

Monthly Checks: Accounts payable register for the month of September were reviewed and approved as presented with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Board – On-the-agenda for October – Pricing for landscaping by an outside vendor, for both developments including rain gardens.

CIP Project Update: was reviewed with a comment from a board member on the HILAPP project Staff rest room and potentially including the exit hallway, adjacent to the storage area, as part of the storage area.

Pump Station Easement: Mike Carter, our Engineer from GCG attended to go over the easement language and offer his opinion on the pending issues therein. The main points covered are as follows: move forward with the reduced Title 5 gallorage laid out by the Town, 11,790 GPD to arrive at the tie-in fee of \$235,800.00 which reflects a discounted amount per gallon of \$20.00; include future expansion flow in the amount of 7700 GPD to give us potential for development of 70 additional bedrooms, figured at 110 GPD; Although we don't believe hazardous waste is on the site, DHCD would be ready to assist us with environmental costs should that be an issue down the line; Gravity feed access at the estimated elevation of 101.5 to connect to the pump station by gravity; we need at least six months to tie-in to the pump station once the Town's work is complete; negotiate the connection fee now for future development use of 7700 GPD; and DHCD is looking to recapture a portion of their share of any reduction, if the bids come in lower than the estimated cost of \$4,120,000.00 to reflect their contribution of 27.7%. They also agreed with Attorney Manoogian's indemnification language additions. A motion was made to approve the changes prepared by Attorney Manoogian, as reviewed by Mike Carter and Andrea Downey with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

Health Insurance Buy-Out: The board reviewed the language set forth in GIC's insurance packet and the language included in the 2019 Budget Guidelines. These funds are available to employees who are currently enrolled in one of GIC's plans and then opt-out to join a plan from an outside source. The employee is responsible for applying for the buy-out directly with GIC, during one of the two enrollment periods during the year.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

[Signature]