



MINUTES

TOWN OF NORTON

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Board/ Committee:

Norton Housing Authority

Meeting Date:

January 15, 2019

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:

4:32 PM

5:39 PM

The meeting was called to order at

and adjourned at

12/18/2018

Minutes from the December 18, 2018, meeting was reviewed & approved as written. Motion made by Mr. Stefanelli, seconded by Mr. Young; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

A motion to take item #6 on the Agenda, the Town Sewer Project - Attorney Manoogian out of order was made by Mr. Salvo, seconded by Mr. Stefanelli; all in favor 4-0.

EXECUTIVE SESSION: 4:43 PM – 5:20 PM

Town Sewer Project – Attorney Manoogian: This business required Executive Session due to the sensitivity of the contract before the board for discussion. A motion was made by Mr. Salvo to open Executive Session at 4:43 PM, seconded by Mr. Stefanelli; roll call vote, all in favor 4-0.

Town Sewer Project – Attorney Manoogian: Completely reviewed the Memorandum Document presented to NHA from the Town's Attorney, Joe Cove. The information relative to this discussion will be made available after negotiations with the Town are complete.

Town Sewer Project – Attorney Manoogian: A motion was made by Mr. Salvo to close Executive Session at 5:20 PM, and resume the regular meeting, seconded by Mr. Stefanelli; roll call vote, all in favor 4-0.

Treasurer's Report: Report for the Month of December 2018 was reviewed and approved as presented. Motion made to accept the Treasurer's Report was made by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 4-0. 2nd quarter reports were reviewed by the board and a motion to approve was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Executive Director's Report:

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

W/D Account: For the month of December there was no deposit made.

The board discussed replacing one existing washer & dryer with an ADA accessible machine and possibly increasing the rate on the ADA machines only to \$1.25. It was agreed to order a new ADA approved front end style washer and dryer, to replace an existing washer & dryer, keep both new ADA machines in the front room if possible, within the existing space and keep the price at \$1.00. A motion for this was made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0. An increase in the washer dryer per load cost will be discussed at a future date for all machines.

RFCU Debit Card Expense: An expense for the Language Line was necessary to facilitate a conference with a Spanish speaking resident. Our account had been previously approved, because as we set up the account a credit card was required for payment. This request is for the use of the Language Line on January 8, 2019 at the cost of \$3.95 per minute for a total of \$106.65. A motion was made to approve the invoice once presented with a motion by Ms.

Briggs, seconded by Mr. Young; all in favor 4-0.

MassNAHRO: Upcoming offerings were presented to the Board.

Work Orders: Were reviewed by the board.

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

Next Meeting: Our next regular monthly meeting is scheduled for Tuesday, February 12, 2019 at 4:30 PM.

Board – Nothing from the board.

CIP Project Update: was reviewed with no comment from the board.

Personal Injury Claim: The board reviewed the correspondence sent by Wynn & Wynn to Mr. Salvo, Mr. Young and Andrea Downey. All this information has been duly forwarded to DHCD pursuant to their policy for responding to personal injury claims.

Supplemental Maintenance Plan: This policy was presented to the board for review in December; was also presented to the Resident Activity Group, at their monthly meeting in December. The Resident's Group had no comment on the policy during the December meeting. The policy is supplemental to our existing policy and adds a detailed explanation for compliance with the new developments in our Performance Management Review (PMR) conducted on an annual basis by our overseeing agency, DCHD. The policy was approved as presented with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0

TAPCO: Pursuant to the board's request, I requested training for the TAPCO LED Crosswalk Signal. TAPCO does not offer maintenance training for their equipment. I also requested names for vendors to repair the device and I was provided with 3 vendors. These vendors will be contacted and we will have a vendor ready shortly.

AUP Audit Results: The annual Agreed-Upon Procedures (AUP) Audit was performed by Guyder Hurley for year ending September 30, 2018. The audit went extremely well, with no findings for NHA.

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:

2.19.19

Chairman Signature:

