



# MINUTES

## TOWN OF NORTON

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2019 MAY -8 A 8: 26

Board/ Committee: **Norton Housing Authority**

Meeting Date: **March 26, 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:

**4:35 PM**

**5:19 PM**

The meeting was called to order at

and adjourned at

**2/19/2019**

Minutes from the February 19, 2019, meeting were reviewed & approved as written. Motion made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** Report for the Month of February 2019 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 3-0.

**Sewer Easement:** Attorney Manoogian attended the meeting to explain the most recent minor updates proposed by DHCD, to the Connection Agreement. DHCD has committed to a fixed amount of \$1,141,000; The flow capacity will remain at 11,790 gpd. The Board approved the agreement entitled "Connection Agreement Town of Norton and Norton Housing Authority, (hereinafter called the "Agreement") between the Town of Norton, Massachusetts acting through its Board of Water and Sewer Commissioners and the Norton Housing Authority, a copy of said Agreement being attached hereto, and that Andrea Downey as Executive Director of the Norton Housing Authority is hereby authorized to execute and deliver one or more counterparts of said Agreement on Behalf of the Norton Housing Authority. Motion made by Mr. Salvo, 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 February.

**W/D Account:** For the month of February the deposit was \$905.22.

**MassNAHRO:** Upcoming offerings were presented to the Board.

**Work Orders:** Were reviewed by the board.

**Monthly Checks:** Accounts payable register for the month of February were reviewed and approved as presented with a motion made by Mr. Salvo, seconded by Mr. Stefanelli; all in favor 3-0. The board requested that an individual vote be made on each check over \$10,000.00 going forward. There were not checks in excess of \$10,000.00 during the month of February.

**Sun Chronicle Article:** The board perused the article in the local paper about public housing.

**Board:** Request MassNAHRO to hold Board Trainings at Norton Housing Authority.

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

**Sewer Easement:** Attorney Manoogian attended the meeting to explain the most recent minor updates proposed by DHCD, to the Connection Agreement. DHCD has committed to a fixed amount of \$1,141,000; The flow capacity will remain at 11,790 gpd. The Board approved the agreement entitled "Connection Agreement Town of Norton and Norton Housing Authority, (hereinafter called the "Agreement") between the Town of Norton, Massachusetts acting through its Board of Water and Sewer Commissioners and the Norton Housing Authority, a copy of said Agreement being attached hereto, and that Andrea Downey as Executive Director of the Norton Housing Authority is hereby authorized to execute and deliver one or more counterparts of said Agreement on Behalf of the Norton Housing Authority. Motion made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0. Also discussed briefly ere the logistics gleaned from the director's attendance of the meeting held at Town Hall on Thursday, March 21st

**Jacobs Way Window Bids & Contract:** The board reviewed the bid tabulation and contracts for the window project at Jacobs Way. The lowest bidder, Vareika Construction, in the amount of \$113,300.00 was approved along with contracts with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 3-0.

**Electronic Communication & Computer Use, Vehicle Use, Drug, Alcohol & Smoke Free Workplace Policies:** were reviewed by the board. A motion to approve all three policies was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**Work Place Violence:** The board reviewed the Work Place Violence Policy. A motion to approve the policy was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.  
**Sexual Harassment & Progressive Discipline Policies:** were provided to the board for review. These will go to the Event Committee Meeting on March 24<sup>th</sup> and will be back before the board at the May meeting.

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

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

Andrea Downey

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

ex/Chair Ralph Stefanelli