



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

Town Clerk Date/ Time Stamp

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2019 MAY 30 A 10:31

Meeting Date: April 16, 2019 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

The meeting was called to order at 4:30 PM and adjourned at 4:59 PM

3/26/2019 Minutes from the March 26, 2019, meeting reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

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

**Treasurer's Report:** Report for March 2019 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. The 2nd quarter reports were reviewed by the board and approved. 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 March.

**W/D Account:** For the month of March the deposit was \$1049.00.

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

**Monthly Checks:** Accounts payable register for the month of March were reviewed and approved as presented, including check number 17154, made payable to Edward Rowse Architects in the amount of \$11,000.00 with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 3-0.

**Board:** Next meeting date May 21<sup>st</sup>.

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

**Jacobs Way:** No payments for Mobilization received.

**Sewer Easement:** The actual easement document was presented to the board for approval. The board reviewed the document and a motion was made to accept the easement as presented, subject to approval from DHCD and the Attorney General's Office; authorization to sign the document was given to the Executive Director Andrea Downey, with a motion made by Mr. Stefanelli, seconded by Mr. Young, all in favor 3-0. The board was also offered a letter of support for night time work on the sewer project to be sent to MassDOT. Each member of the board signed the letter in support of night time work on the sewer project.

**CIP PLAN:** Was reviewed by the board and approved as presented with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**Regional Housing Authority Collaboration:** The idea of participating in a collaborative nature with other local housing authorities, spearheaded by Taunton Housing Authority was discussed pursuant to PHN 2019-07. The board suggested as a resource SRPEDD. A motion was made to participate in collaborative efforts at a preliminary level by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

**Liability:** The board was made aware of the most recent correspondence pertaining to the pending slip & fall lawsuit at Woodland Meadows.

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

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

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Andrea Downey