



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

Town Clerk Date/ Time Stamp

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NORTON TOWN CLERK

2019 JUN 21 A 10:33

Meeting Date: May 21, 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, Ralph Stefanelli, Marlu Briggs, Michael Young,

Members Not Present: \_\_\_\_\_

The meeting was called to order at 4:30 PM and adjourned at 5:48 PM

4/16/2019 Minutes from the April 16, 2019, meeting reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

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

**Treasurer's Report:** Report for April 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 4-0.

#### **Executive Director's Report:**

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

**W/D Account:** For the month of April the deposit was \$799.75. The board voted to approve a debit card expense for flags to decorate the entrance way for Memorial Day Weekend in the amount of \$251.41 with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

MassNAHRO offerings were reviewed.

**Work Orders:** Were reviewed by the board without comment.

**Monthly Checks:** Accounts payable register for the month of April were reviewed and approved as presented, including check number 17200, payable to GIC in the amount of \$20,070.48 and check number 17215 payable to GRLA in the amount of \$34,500.00 with a motion made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

**Board:** Next meeting date June 18th.

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

**CIP PLAN:** Changes proposed by RCAT & included in your board packet, were discarded; the original plan passed at April's regular board meeting remains the plan submitted. No action was required.

**HILAPP Update:** This project has been posted in the Central Register, on CommBuys and in the Sun Chronicle and bids are due on June 17<sup>th</sup>. Our June agenda will include a bid tabulation.

**Sewer Easement:** The Easement document cannot be recorded until the Town secures funding for the sewer project according to Attorney Manoogian; the Easement remains at the Attorney General's Office waiting for approval. **CONNECTION**

**AGREEMENT AMENDMENT** was reviewed by the board and a motion to approve as presented was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**Jacobs Way Window Project:** This project was started today and includes Harvey Classic windows for nearly every window on site. The exception being the 4 windows replaced during turnovers.

**Jacobs Way Kitchen Bid:** The bids for this project are due in tomorrow, May 22<sup>nd</sup>. The board has approved the lowest, responsible bidder pending RCAT's reference verification and DHCD's approval with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor. I will forward the bid tabulation tomorrow to the board.

**Fire Protection Project Bid:** the bid for fire protection in the amount of \$4255.00 from HELP was approved by the board with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**Camera Replacement Bid:** the bid for camera replacement in the amount of \$1999.00 to replace 2 cameras' in the community room was approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor, 4-0.

**Office Copy Machines:** I reviewed with the board my plan to update the main copier and 3 desktop copiers in the office. I plan to have quotes for the June meeting.

**Progressive Discipline Policy:** was reviewed by the board and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**Sexual Harassment Policy:** was reviewed by the board and approved as presented with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

**PHN 2019-13:** This PHN offers Technical Assistance for Vacant Land Development. The board is in favor of exploring this possibility, evidenced with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0

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

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

Minutes respectfully submitted by:  
Minutes Approved by Committee on:  
Chairman Signature:

**Andrea Downey**

*Ralph Stefanelli*