



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

Town Clerk Date/ Time Stamp

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2019 DEC 20 A 10:34

Meeting Date: **November 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, Ralph Stefanelli, Marlu Briggs,**

Members Not Present: **Michael Young**

The meeting was called to order at **4:35 PM** and adjourned at **6:13 PM**

**10/22/2019** Minutes from the October, 2019, meeting was reviewed & approved as written. Motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor, 3-0.

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

**Treasurer's Report:** Report for September & October 2019 was reviewed and approved as presented. Motion made to accept the September & October Treasurer's Reports was made by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 3-0. Fiscal Year End Operating Statements & Certifications were reviewed by the board with our Fee Accountant, Gary DePace, and approved as presented. Motion made to accept the Fiscal Year End Reports by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0. Annual 2020 Budget was reviewed by the board with our Fee Accountant, Gary DePace, and approved as presented. Motion made to accept the Annual Budget for 2020 was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0. The board approved my request to increase my vacation time from 3 weeks or 15 days to 4 weeks or 20 days in light of my combined 16 years of service between Attleboro Housing and Norton Housing. A motion to approve my request was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

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

**Timesheets:** I worked an average of 33.5 hours during the month of May.

**W/D Account:** For the month of May the deposit was \$1244.50. An expense for business cards to replenish one employee and supply a new employee in the amount of \$36.95 was approved as presented, with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**MassNAHRO** No offerings are available at this time.

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

**Monthly Checks:** Accounts payable register for the month of May were reviewed and approved as presented, with one check in excess of \$10,000.00 during October to GIC for \$19,952.10, with a motion made by Mr. Stefanelli seconded by Ms. Briggs; all in favor 3-0.

**Board:** Next meeting date December 17<sup>th</sup>.

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

**HILAPP Update:** Change Orders 1-7 were reviewed at length with the board and all seven approved as presented with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 3-0.

**Write-Offs November 2019:** The board reviewed write-offs for 2 units in the amount of \$6285.78 and approved write-offs with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

**Technical Assistance Update:** Our consultant, Maura Tsongas, plans to present the RFP at our December meeting.

**Sewer Project Update:** The project has slowed due to solid ledge in the route 123 roadway. Winter Hiatus has begun, with a plan to re-start in March. The new scheduled completion date is summer 2020. The pump station work is planned to commence by the end of December.

**Jacobs Way Kitchen Bid:** This project is complete and our RCAT has approved requisition 1 for the contractor. To avoid a special meeting I would like to approve the FINAL payment request for the retainage of \$1490.00 once RCAT approves same. A motion was made for approval of Final payment by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 3-0.

**Rubbish Procurement:** We are waiting for 2 additional bids and plan to bring quotes to the December meeting.

**Personnel Policy:** The personnel policy was reviewed at length with the board; our PILOT attorney has approved the changes made to the policy. A motion to approve the policy was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

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

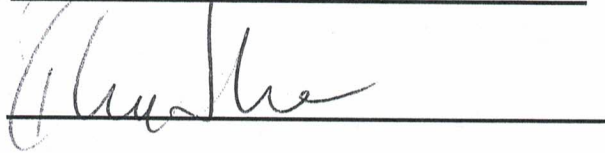
- Minutes, Treasurers Report and Year End Reports, Budgets
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

**Andrea Downey**

A handwritten signature in dark ink, appearing to read 'Andrea Downey', is written over a horizontal line. The signature is fluid and cursive.