



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

RECEIVED
NORTON TOWN CLERK

2020 JAN 29 P 12:20

Meeting Date: **December 17, 2019** Time: **4:37 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 **4:37 PM** and adjourned at **5:34 PM**

11/26/2019 Minutes from the November 26, 2019, meeting was reviewed & approved as written.
Motion by Ms. Briggs, seconded by Mr. Young; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Report for November 2019 was reviewed and approved as presented. Motion made to accept the November's Treasurer's Reports was made by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0

Executive Director's Report:

Timesheets: I worked an average of 33 hours during the month of November.

W/D Account: For the month of November the deposit was \$926.50.

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 October were reviewed and approved as presented, with five checks in excess of \$10,000.00 during November to Buxton Road Solar \$12,102.76, Vareika Const. Req 1 \$127,895.27, Norton W/S Inv. #1 \$108,971.00, Buxton Road Solar \$11,480.17, Hays Co. Liability Ins. \$18,144, with a motion made by Mr. Young seconded by Mr. Stefanelli, all in favor 4-0.

Board: Next meeting date January 21, 2020.

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

Technical Assistance Grant: The board reviewed correspondence from Ben Stone at DHCD requesting confirmation that NHA is interested in pursuing an RFP for the vacant parcel at the front of our property, and & approved our correspondence confirming our interest in the RFP with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

HILAPP Update: The board reviewed at length and approved 4 new Change Orders (Leaf Guard, Replacement of Community Building columns out front, garage roof, rain table 1x8 at 9 additional locations) as presented with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Sewer Project Update: The board looked at invoice #1, \$108,971.00 and Invoice #2 \$152,553.00. We were also advised boring to explore conditions are imminent at the pump station site and the building will break ground early next year.

Rubbish Procurement: The board reviewed quotes from Republic and Lawrence, with Republic being the lowest responsible bidder of the two at \$10,020.00. A motion was made to accept Republic as our waste management company for 2020 with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Alternative Energy Credits (AEC's): The board reviewed the possibility of selling our AEC's to a company for the installation of air source heat pumps. All agreed to move forward exploring contracts for this possibility, with a motion to approve the pursue AEC credits by was made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

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

Ralph Stefanelli