



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

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2020 SEP 21 A 11:07

Meeting Date: July 21, 2020 Time: 3:00 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 4:06 PM and adjourned at 4:49 PM

6/9/20

Minutes from the June 9, 2020, meeting was reviewed & approved as written. Motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 4-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The report for May was reviewed and approved with a motion by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 4-0; The June report was approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0; 3rd quarter treasurer's reports were reviewed and approved with a motion by Ms. Briggs, 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 June.

W/D Account: No deposit was made yet for June; We are looking to purchase 2 new washing machines.

MassNAHRO Offerings were reviewed by the board with no comment.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of June were reviewed and approved as presented, with six (6) checks in excess of \$10,000.00 during June reviewed and all approved with a motion made by Ms. Young, seconded by Mr. Stefanelli, all in favor 4-0.

Board: Next meeting date September 15, 2020 at 4:00 PM; Hampshire Power minted our AEC's; we locked in at \$8.00 per AEC. A check will be mailed in August.

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

CIP 5-year Plan – Reviewed by the board with the resident's input on the Woodland Meadow bench project added into the line-up for FY 2021. The plan was reviewed and approved with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

HILAPP Update: Change Order 2 was reviewed at with the board and approved as presented with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0. Change Order 3 was reviewed at with the board and approved as presented with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Sewer Project Update: This projects kick-off meeting was July 17th. We're ready to move forward once we have word from Rocchio to tie-in. Unfortunately, ledge is causing an issue and blasting permit approvals are a few weeks out.

JW Roof Project – Change Order 1 for gutters & downspouts throughout the project was reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

WM Light Project Final Completion: The certificate for final completion for the lighting project was reviewed. Comments from one board member included the lights have not been replaced in the stairwells and the lights are too bright, one commenting that the lights look great. Motion to approve the certificate for final completion was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

WM Garage Roof Change Order & Final Completion: The change order for gable end vents & T111 was approved for Change Order 1 with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0. Certificate of Final Completion was reviewed and approved by the board with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

JW Bathroom Project: Currently on hold due to Covid-19.

Energy Supplier: Our contract expires 12/21, but prices are lower now than we locked in during 2018. If prices continue to drop, let's call a special meeting to approve the lower amount for 2021.

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