



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

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2020 SEP 21 A 11:26

Meeting Date: August 18, 2020 Time: 4:00 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 4:01 PM and adjourned at 4:32 PM

Alternative Energy Credit: The board was informed of the official minting price NHA received from Hampshire Power for AEC credits: \$74,100.00. This amount will be included in our reserve line item.

WM Mini Split Maintenance cleaning: WM needs the mini split heating & cooling units to be cleaned and sanitized to avoid repeated cleaning by technicians to keep units from leaking. A quote from Junction Mechanical in the amount of \$5553.00, was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

WM Main Fire Panel – Radio Box: During the July lightening storm our main fire alarm panel (digitizer) was struck and ruined. Through many conversations with Norton Fires Preventative Team, we procured and received the lowest bid from HELP in the amount of \$5996.80 to replace the outdated digitizer with a modern alternative, a Radio Box, proven to have less issues with lightning strikes. A motion to approve this expense was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

WM Bathroom Sink Project Work Order: This project is in the work order phase in CapHub. Work orders now require board vote. A motion was made to approve the work order on WM bathroom sinks with a motion by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

Management Plan Revision: Copies of the latest revision of the Management Plan were presented to the board for their review. I will place this on September's agenda for approval or changes as necessary.

HILAPP Certificate Substantial Completion & Final Completion: With the exception of a small punch list, this project is now complete. A motion to approve both the Certificate of Substantial Completion & Final Completion was made by Ms. Briggs, seconded by Mr. Stefanelli; all in favor 4-0.

JW Roofs Change Order 2, Substantial & Final Completion: This change order was for gutter guard and was approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

JW Bathroom Fans Substantial completion & Final Completion: This project is complete. A motion was made to approve the Substantial & Final Completion by Mr. Stefanelli, 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