



MINUTES

TOWN OF NORTON

Norton Housing Authority

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2020 NOV - 5 A 10:35

Meeting Date: September 15, 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 4:01 PM and adjourned at 4:59 PM

7/21/2020 &
8/18/2020

Minutes from the July 21st & August 18th, meetings were 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 reports for July and August were reviewed and approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

Executive Director's Report:

Timesheets: I worked an average of 23 hours during the month of July & August.

W/D Account: A deposit for July 7th & August 20th was made on August 20th, for \$1,734.70; a deposit for September 9th was made on September 9th, for \$493.75.

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 July & August were reviewed and approved as presented, with two (2) checks in excess of \$10,000.00 during the month of July and five (5) checks during August, each reviewed and all approved with a motion made by Mr. Stefanelli, seconded by Ms. Briggs, all in favor 4-0.

Board: Next meeting date October 20, 2020 at 4:00 PM; A brief discussion about the Charter Commissions inclusion for the appointment of LHA board members was discussed and will be included in the November agenda.

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

Sewer Project Update: The update from the contractor indicated the pump station site will be loamed and seeded by the end of September.

Tech Grant Update: The AG's office is now involved with LHA owned land improvement contracts and is requiring private Developers, bidding on RFP's for any LHA land improvements, to use the public procurement procedure. Essentially, this method has significantly reduced interest from private developers due to potential cost increases. Until DHCD & the AG's office can come to an agreement on a solution, this program is on hold.

HILAPP Update: Project is complete with 1 comment by the board: The Community Building has rotted siding and will need to be addressed.

JW Roof Project – This project is complete and approval for Certificate of Final Completion, including the payment of retainage was made with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0.

WM Sink Project: No update.

WM Bench Project: No update

JW Pavement Project: No update

JW Kitchen Project: No update

Management Plan: The management plan document was reviewed by the board. Changes amounted to the inclusion of our most up to date policies currently in place and a Model Personnel Policy provided to all LHA's by MassNAHRO, drafted by Kopelman & Paige. The plan was approved with a motion by Mr. Stefanelli, seconded by Mr. Young; all in favor 4-0.

Language Policy: This Policy was reviewed & approved by our Pilot Attorney, Patricia Grace. The board reviewed the policy and approved same as presented with a motion by Ms. Briggs, seconded by Mr. Young; 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:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

Ralph Stefanelli