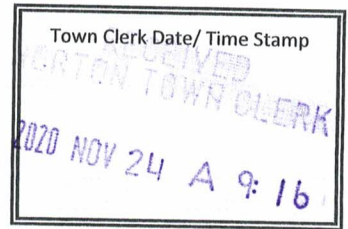




# MINUTES

## TOWN OF NORTON

### Norton Housing Authority



Meeting Date: **October 27, 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 **4:00 PM** and adjourned at **4:58 PM**

**9/15/20** Minutes from the September 15th, 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:** Due to year end, documents will be available at our November meeting.

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

**Timesheets:** I worked an average of 30.25 hours during the month of September.

**W/D Account:** Deposits for September & October were made \$299.00. The Board approved an expenditure in the amount of \$1687.30 for the purchase of an AED for the community room.

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

**Board:** Next meeting date November 17, 2020 at 4:00 PM; A brief discussion about the purchase of an AED, Flu Vaccine Clinic & Covid Expenditures.

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

**Sewer Project Update:** The engineering firm anticipates a connection to the sewer system by the end of the year.

**Boss SNOWRATOR:** The board reviewed a piece of snow equipment for the WM street development and approved its purchase at the cost of \$11,101.50 with a motion made by Mr. Young, seconded by Ms. Briggs; all in favor 4-0

**Bill Pay:** I requested permission to pay select bills by automated bill pay system through Bluestone Bank, to save resources. The board approved this bill pay method with a request to have access to invoices and weekly, if check require signatures each week or bi-monthly if checks do not require signatures check summary reports with a motion by Mr. Young, seconded by Mr. Stefanelli; all in favor 4-0.

**Covid-19 – Smoking Area:** I informed the board of a recent complaint from the guest of a resident and the concerns a couple of outside agencies have brought up about the smoking area. A discussion ensued and ultimately the decision was made to provide additional signage about mask wearing and social distancing and the removal of 2 additional chairs.

**Charter Commission:** The board discussed DHCD reaction to the Charter Commissions proposal for making the housing authority board positions, appointed position.

#### **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:

Marlu H. Briggs