

# **NORTON HOUSING AUTHORITY**

## **MINUTES OF MARCH 6, 2012**

Having been posted according to law, the Special Meeting of the Candidate Selection Committee was called to order by Chairman Robert Salvo.,

The Norton Housing Authority met in open session, in the Community Hall of Woodland Meadows, at 120 West Main Street, Norton, MA on Tuesday, March 6, 2012 at 6:05 P.M.

ROLL CALL:	Fred Annas	Present
	Stanley Medeiros	Present
	Robert Salvo	Present
	Ralph Stefanelli	Present after delayed arrival

Chairman Salvo announced the purpose of the meeting is to determine which of the twenty applicants would be selected for interviews. He verified that each member of the Committee did have copies of every application to review and had made a list of their choices for candidate interviews.

Member Annas then registered member choices on the alphabetic applicant list provided. Only eight of the twenty received any votes. Of these, only five received multiple votes. It was unanimously agreed that all five would be sent letters inviting them to reply to the Chairman as to their continued interest in the position and indicate a time when they can be called by the Chairman to set up the first interview.

Letters to the other fifteen will be sent thanking them for their interest, informing them of not being a finalist, and wishing them well in their future endeavors.

Motion was made by Annas to adjourn, seconded by Medeiros, voted unanimously.

The Special Meeting was adjourned at 7:15 P.M.

PRESENT: Bob Salvo, Fred Annas, Stan Medereios, Ralph Stefanelli

Meeting Started: 5:50 PM

Motion by Fred, 2<sup>nd</sup> by Stan, to have Ralph take minutes. Voted: unanimously

Copies of Personnel Policy handed to all members to review.

Discussion on date when Director will be leaving with Fred indicated Marge (Director) said her last day was to be May 3<sup>rd</sup> as she would be taking 5 weeks vacation and then resign on June 8<sup>th</sup>, 2012 leaving the Authority without a Director.

Fred made a motion to table this discussion to discuss the tractor. Stan seconded. The Board then tabled any further discussion, to take up business of a tractor & agreed to take it off the table when this business was completed. Voted: unanimously

Fred made a motion to void/rescind his motion to purchase a tractor at the April 17<sup>th</sup> meeting because new information and specs would allow the Authority to go from diesel gas to regular gas & save substantial money. Ralph seconded. Voted: unanimously

Fred made a motion to review and discuss bids submitted & to pick the lowest bid, so a properly authorized purchase may be made. Ralph seconded. Voted: unanimously. The bids submitted were for the same model XMark mower:

- |                                |             |
|--------------------------------|-------------|
| 1. Nouveau Packaging and Power | \$10,249.00 |
| 2. Stewart Company             | \$ 8,567.49 |
| 3. Wetherell Lawn & Garden     | \$ 8,300.00 |

Motion by Fred to purchase from lowest bidder and submit bids to Marge for purchase. Voted: unanimously

Fred motioned to remove from the table the discussion on selecting an Executive Director. Ralph seconded. The Board chooses as their choice the candidate Andrea L. Downey and requests that Fred prepare the paperwork to be forwarded to Boston for approval. Mr. Annas made a motion to vote on the Board's Choice of Candidate to be our new Executive Director of the Norton Housing Authority. That individual named Andrea L. Downey. The motion was seconded by Mr. Stefanelli and all were in favor. Roll Call 4-0 Voted: unanimously. The contract was then signed by Chairman Salvo, Treasurer Annas, and new Director Downey.

MEETING ADJOURNED 7:03 PM