



# TOWN OF NORTON

**Norton Housing Authority**  
(Committee)

## MINUTES

Date: June 19, 2012 Time: 6:00 PM

Location: Woodland Meadows – Community Room  
120 West Main Street, Norton, MA 02766

Members & Staff Present: Robert Salvo, Ralph Stefanelli, Fred Annas, Stephen Ceckowski, Andrea Downey

Members Not Present: All present, except one vacancy

The meeting was called to order at: 6:01 PM

Minutes from the May 21, 2012 Meeting were reviewed and Approved with NO adjustments.

### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** Dated May 31, 2012 reviewed and approved in its entirety with no adjustments. Motion made to accept as is by Mr. Stefanelli; 2<sup>nd</sup> by Mr. Ceckowski; all in favor 4-0.

**M. Fricano Vacation Disbursement:** Request was made, in writing, by Ms. Fricano for prior year unused vacation pay. Chairman Salvo proposed that the personnel policy currently in place be used to calculate vacation time. This policy allows for a carry-over of one weeks vacation from a prior year and annual vacation time to be accrued monthly. The appropriate vacation accrual was calculated by applying these guidelines. Payment to be made to Ms. Fricano in accordance with these guidelines. In addition, Mr. Annas proposed the documentation be forwarded to DHCD for review. Payment has been made to Ms. Fricano and documentation has been sent to Robert Pelletier, Asset Manager at DHCD. DHCD has since requested the records of accrued time be provided. The information was sent by facsimile to DHCD on July 11, 2012.

**Board Member Re-Organization:** Effective July 1, 2012, the new positions for Board Members is as follows: Motion made by Mr. Stefanelli, for ***Robert Salvo, Sr., Chairman***, 2<sup>nd</sup> by Mr. Annas; Motion made by Mr. Stefanelli for ***Frederick Annas, Vice Chairman***, 2<sup>nd</sup> by Mr. Salvo; Motion made by Mr. Stefanelli for ***Stephen Ceckowski, Treasurer***, 2<sup>nd</sup> by Mr. Annas; Ralph Stefanelli, to remain as Acting Governor's Appointee.

**Office Expenditures:** Decisions were made on two purchases and on one service as follows:

**Copy Machine** – After reviewing 3 estimates, the board selected the Savin Copier from Core Business Technologies, in the amount of \$4,434.13, the lowest bid of the 3 quotes. Motion made by Ralph to purchase the Savin copier; 2<sup>nd</sup> by Fred, all in favor 4-0. The machine will be delivered on July 17<sup>th</sup>, 2012.

**Community Room Flooring** – After the review of 3 estimates, the board selected the purchase of Karndean Loose Lay flooring from Factory Paint & Decorating in the amount of \$9789.36, the lowest bid of the 3 quotes. Motion made by Mr. Annas to purchase Karndean flooring in the community room; 2<sup>nd</sup> by Mr. Ceckowski; all in favor 4-0. Mr. Ceckowski requested I inquire about future pricing for the office area that it would not increase because we are waiting to do this until a later date. Factory Paint assured me the same pricing would be used. Mr. Stefanelli requested I clear the expenditure with the Fee Accountant. Mr. DePace suggested we use the Laundry Funds to pay for the new flooring.

**Payroll Service-** The implementation of Paychex payroll service in the amount of \$32.00 per pay period, W-2's \$50.00 base fee and \$5.75 per employee and a set up fee of \$50.00. This service provided access to our Fee Accountant, which is most important and all employees on-line. It was difficult to compare the 3 quotes equally, because the other 2 services did not offer on-line access. However, the pay period fee for Paychex was the lowest bid. Motion made by Mr. Stefanelli use Paychex Payroll services; 2<sup>nd</sup> by Mr. Annas; all in favor 4-0. The first payroll with Paychex was July 11, 2012 and all went well.

**Emergency Policy** The policy in place covers the procedure for how to approach after hour resident emergencies. The board is interested in formulating an emergency policy for large scale storms and any evacuation of residents. This issue has been tabled to allow for preparation of an outline on how to proceed. Motion made by Mr. Stefanelli; 2<sup>nd</sup> by Mr. Salvo; all in favor 4-0.

**Washer Dryer Change Machine** The board requested an inquiry to have the change slots changed over to a currency system to avoid the coin issue. After research of 3 local laundry mats and Automated Laundry, I learned this is not available. The board requested I look into providing a laundry change machine in the laundry room. This issue was tabled for additional information. Motion made by Mr. Stefanelli; 2<sup>nd</sup> by Mr. Annas; all in favor 4-0.

**Board Member Training** – Mass Nahro provides training and certification for Board Members. Mr. Ceckowski has agreed to attend the Finance segment in Dartmouth on Saturday, July 14<sup>th</sup>. The fee for this seminar is \$149.00, to be paid by the Housing Authority, along with travel expenditures.

**On-Call Rates** I requested the on-call rates for NHA maintenance staff be re-evaluated. I provided rates from 4 other Housing Authorities and the rates our maintenance staff currently receives. The board suggested that I make a proposal of rates for NHA at the next meeting. Motion to table on-call rates made by Mr. Salvo; 2<sup>nd</sup> by Mr. Stefanelli; all in favor 4-0

**Pool, Outdoor Grills, etc Policy** The policy in place had very good language. However, it did not provide a consequence if the policy was not adhered to. Motion was made by Mr. Stefanelli to approve the updated Pool, Outdoor Grill, Exterior Furniture, Swing Sets and Trampolines; 2<sup>nd</sup> Mr. Ceckowski; all in favor 4-0.

**Water Fountain in Laundry Room** Mr. Salvo reports that a Kohler water cooler would cost approximately \$850.00. Ms. Downey suggested that a water fountain for use by residents doing laundry is not necessary and should be removed. Residents can bring beverages with them while they use the laundry room. Water is also available in the adjoining community room kitchen. In addition, the placement of the water cooler in the hallway makes it difficult for wheelchairs to navigate the hall without bumping into the water cooler. A motion to remove the water cooler was made by Mr. Stefanelli; 2<sup>nd</sup> by Mr. Annas; all in favor 4-0.

**Executive Director's Contract** – DHCD returned and approved the contract for the executive director. A copy was provided to each Board Member.

### **New Business**

**Jacob's Way Street Lights** – 2 fixtures are out. Ms. Downey to contact an electrician for options to protect against vandalism to the street lights and repair the fixtures.

**Jacob's Way Tree Trimming** – The bushes are becoming over grown. Landscaping could use attention.

**Independent Audit** – Executive Director to research getting an audit back to 2009.

**ADT Camera System** – Ms. Downey to obtain additional signs for security; enhance cameras in laundry room; consider camera's on exterior. Contact another contractor for a price comparison.

**Executive Director's Door** – Ms. Downey to have the locksets to the Executive Director's office keyed alike and make the key available only to the ED.

**Rockland Federal Credit Union** – All the paperwork was signed by all Board Members and the Executive Director to enable the new Director to access the account and to add the newest Board Member onto the account as well.

**List of Documents and Other Exhibits used at Meeting:**

- Complete Treasurer's Report
- M. Fricano's vacation request and correspondence from the Board.
- Quotes for Copiers, Flooring, Payroll Services
- Current NHA Emergency Policy
- On-Call Rates
- Swimming Pool, etc. Policy
- Rockland Federal Credit Union Account Signature paperwork

Meeting was adjourned at 9:30PM until the next meeting on Thursday, July 17, 2012 at the Norton Housing Authority, 120 West Main Street, Norton, MA 02766.

Respectfully submitted,

Andrea Downey, ED

Minutes Approved by Committee on: 7/17/12  
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo, Sr.  
Robert Salvo, Sr.  
Relon Supercelli  
Fred Annas  
VICE-CHAIR

Motion For: accept  
Motion Made By: RS 2nd: SA  
In Favor 3 - 0 Present: 3  
Discussion: \_\_\_\_\_