



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: July 17, 2012 Time: 6:00 PM

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

Members & Staff Present: Fred Annas, Steve Ceckowski, Ralph Stefanelli & Andrea Downey

Members Not Present: Robert Salvo and one vacancy

The meeting was called to order at: 6:10 PM

Minutes from the June 19, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Annas, second by Mr. Ceckowski; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Dated June 30, 2012, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Annas to accept, seconded by Mr. Stefanelli; all in favor, 3-0.

Emergency Policy: Much discussion about the storm in the fall of 2011, with the electric out for several days. We are working toward making arrangements with local officials to determine what is available from the Town and what steps the Housing Authority needs to take. ED to be in touch with Mr. Ray Cord and the Town Manager, to discuss further.

Washer Dryer Coin Machine: Presented two prices for change machines for the laundry room. No decision was made on this item. Motion by Mr. Annas, seconded by Mr. Ceckowski; all in favor, 3-0.

On Call Fee's: Flat Weekly On-Call Rates, Call-Out and Travel Time approved. Motion by Mr. Annas, seconded by Mr. Ceckowski; all in favor, 3-0. Lock-out charges were tabled for next meeting.

A/C Policy: An updated a/c policy was presented and accepted as is. Motion by Mr. Annas, seconded by Mr. Ceckowski; all in favor, 3-0. Policies were distributed to Residents and a/c installment agreements are being returned to the office.

Handicap Button at the Exterior Doors: ED to look into costs associated with installing automatic door systems at entry way.

Picnic Tables: Picnic tables were delivered in late June. Residents were delighted! Motion made by Mr. Annas to accept and pay for the tables, seconded by Mr. Ceckowski; all in favor, 3-0.

Travel Policy: In order to properly re-imburse for travel expenses, a policy needed to be adopted. A travel Policy was presented to the Board and a motion to accept was made by Mr. Ceckowski, seconded by Mr. Annas; all in favor, 3-0.

M. Fricano- This issue was tabled for the next meeting.

Audit: Discussion about which type of audit to have; in agreement about having an audit for the HA end of business only. No vote needed on this item.

Board Training: Sessions are not held during the summer. The next workshop will likely be in September.

Factory Paint: Flooring was installed the week of August 6th. Removal of carpet was extremely tedious and took 2 full days. Installation of the Karndean flooring went very well. The mats used at the doorways need to be custom cut and replaced by a flooring installer. It's unlikely we would have access to material of this quality from a local vendor.

Neighborhood Watch: I will offer this to Residents at the Iced Tea Social on August 24th.

Window Renovation Phase 2: During a kick-off meeting it was agreed that we should continue using the Lockheed window that was already used for replacement in 667 to keep all the windows the same. A motion was made by Mr. Annas to continue with the Lockheed window for the next phase of windows, seconded by Mr. Ceckowski, all in favor, 3-0.

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report*
- *Coin machine quotes*
- *On-Call Fees*
- *A/C Policy, Travel Policy*
- *Audit information*
- *Picnic Table invoice*
- *Window Renovation Proprietary Specification Memorandum*

Meeting was adjourned at 8:17 PM until the next meeting on Tuesday, August 21st at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 8/21/12
(Date)

Signatures:

Executive Director: _____

Andrea Downey

Chairman: _____

Robert Salvo

acting chair
[Signature]