



# TOWN OF NORTON

## Norton Housing Authority

(Committee)

### MINUTES

Date: September 18, 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: 6:09 PM

Minutes from the August 21, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Stefanelli, second by Mr. Ceckowski; all in favor, 3-0.

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

**Treasurer's Report:** Dated August 31, 2012, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Stefanelli to accept, seconded by Mr. Annas; all in favor, 3-0. Mr. Ceckowski questioned the Total Cost section of the Washer / Dryer account, Andrea will check with the Fee Accountant.

**Executive Director's Report:** Included Executive Directors Timesheets & Vacation report; M. Fricano vacation pay request update; **Budget Committee** was formed, Fred Annas, Stephen Ceckowski & Andrea Downey; Generator, I'm working on obtaining quotations and Mr. Stefanelli is working on securing a grant to apply for; Emergency planning update with local hotel pricing; **Request to Close 705 State Aided Public Housing Waitlist** for one year was approved by the board. The list has nearly 200 applicants for 14 units; ZBA issue at Sabatino's parking lot is a non issue for NHA; Name Plates, Andrea is in charge of crafting name plates for each Board Member; Housing Coordinator interviews commenced and a decision will be forthcoming; Cement Walkways do need to be addressed in the spring; National Grid light at the end of the street to light the cross walk is in the works; Gatra Bus Booth possibility at the end of the street; Inspections are over and went fairly well; Jacobs Way sheds currently in place; Increase for ED hours must be Board approved first to begin the process; Bank statements were enclosed for board perusal; ED vacation time in October and February 2013.

**Commission For Public Housing Sustainability & Reform** Discussion about the memo prepared by the ED. The ED will look further in ways to effectively present this to the Board of Selectman.

**Tree Trimming at Woodland Meadows** Quotes were all made with the same template. Green Tree was lowest bidder. A motion was made by Mr. Ceckowski to accept tree work bid by Green Tree, seconded by Mr. Stefanelli all in favor, 3-0.

**Septic Pumping** 3 quote requests were made. Motion was made to table this. Mr. Ceckowski made the motion to table this to next meeting, Mr. Stefanelli seconded; all in favor, 3-0.

**Fire Lite Panel Quotes** Three Quotes were presented. HELP was low bidder. A motion was made by Mr. Annas to proceed with Fire Panel replacement using HELP; seconded by Mr. Stefanelli, all in favor, 3-0.

**Board Training:** Saturday, October 22, 2012, Legal Issues. All will advise if they are able to make this workshop. Steve is planning to attend.

**Interagency Collaboration** – September 21, 2012 at Millbury HA

**Town Water** – One complaint received by a Commissioner. Hydrants were being pumped. We will wait to see if this continues.

At 6:49 PM, a motion was made by Mr. Annas to close the regular session and move into executive session to discuss M. Fricano's vacation pay, seconded by Mr. Ceckowski, all in favor, 3-0.

**Executive Session 6:50 PM – 7:20 PM:**

Residents left the Community Room and the board commenced the executive session in the Executive Director's office at 6:50 PM. An agreement was drafted by DHCD, and provided to me via email by Robert Carreiro, to resolve the outstanding vacation pay issue with the previous Executive Director, Marge Fricano. After a telephone conference, earlier that afternoon with Robert Carreiro, Mr. Annas, presented the Agreement and Release of all Claims to the Board. The Board Members reviewed the document and discussed briefly the calculation of the additional amount to be paid to Ms. Fricano. Discussion was limited to the terms of the agreement. A motion was made by Mr. Stefanelli to accept the Agreement as presented by DHCD; seconded by Mr. Ceckowski, all in favor 3-0. A motion made by Mr. Ceckowski to adjourn Executive Session at 7:20 PM, seconded by Mr. Stefanelli, all in favor, 3-0.

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

- *Complete Treasurer's Report*
- *Quotes for Tree Trimming, Pumping and Fire light Panels*
- *Executive Director's report documents*
- *Workshop notices*
- *Water department information*
- *Agreement & Release of all Claims /General Release & ADEA Release*

Regular meeting was re-opened briefly, with no further business and immediately adjourned at 7:25 PM until the next meeting on Tuesday, October 16th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 10/16/12  
(Date)

Signatures:

Executive Director: Andrea Downey  
Andrea Downey

Chairman: Robert Salvo  
Robert Salvo

Motion For: As presented  
Motion Made By: Fred 2nd: Stefanelli  
In Favor 3 - 0 Present: 3  
Discussion: \_\_\_\_\_