



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: January 15, 2013 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: one vacancy (Governor's Appointee)

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

Minutes from the January 5, 2012 & December 18, 2012 meetings 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: All financial reports dated December 31, 2012, along with quarterly reports 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.

Executive Director's Report:

December timesheets for Executive Director signed off; Washer & Dryer Deposit form reviewed; Executive Director's vacation noted, February 6- 12th; Water from L building the day the water heaters were drained and again on 1/14/2013 were reviewed, the water is now clear; VNA workshop & raffle tickets are scheduled 1/25/13; Board meeting training graph is accurate as presented; Our FY 2013 budget has been reviewed by our asset manager, Kim Gomez and forwarded to Finance for final approval; Regionalization articles briefly reviewed; Time clock – Dymo offers a more moderate item; Screen Quote by Bristol Glass is very fair.

Hot Water Heater Quotes Woodland Meadows Performance Plumbing was low bidder at \$8,248.00 and was awarded the contract. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 3-0.

Combo Smokes & CO2 Detector Quotes – Jacobs Way Home & Commercial was low bidder at \$1466.25 and was awarded the contract. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 3-0.

Environmental Consultation Quotes – Woodland Meadows Cardno ATC Associates was low bidder at \$2245.00 and was awarded the contract. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 3-0.

Resident Handbook received a standing ovation with a few minor changes. A motion was made to accept the handbook as presented by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 3-0. These will be distributed to the Residents later this month.

Old Business

NHA Policy – Benefits many of the items were discussed for accuracy and possible changes to the benefits at Norton Housing Authority. Revisions will be made and a new draft will be brought to the February meeting.

Screen Policy was approved. However, this item will be on the February agenda as well to incorporate at date into the approved copy.

