



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: February 19, 2013 Time: 6:00 PM

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

Members & Staff Present: Steve Ceckowski, Ralph Stefanelli, Robert Salvo & Andrea Downey

Members Not Present: Fred Annas, and one vacancy (Governor's Appointee)

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

Minutes from the January 15, 2013 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 January 31, 2013, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Stefanelli to accept, seconded by Mr. Salvo; all in favor, 3-0.

Executive Director's Report: *January Timesheets* for the ED were presented and accepted as is, motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 3-0. *Washer Dryer* account deposit was presented; *VNA Workshop*, "Shopping for One" is slated for 2/27/13. *Community Room Kitchen* is nearing completion with only the sink countertop to be finished. The cost of this renovation to date is \$1498.96. A motion was made to expend funds from the washer dryer account to pay for the community room kitchen remodeling expenses by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 3-0. *Street lights* are finally all operational. *Water heaters* 7 units have been installed. *Windows Phase II* the bid opening is March 1st. We will hold a meeting to approve the low bidder tentatively on March 4, 2013. *Budget FY 2012-2013* is about 3 weeks away from approval by DHCD. *Flag* for "You Are Not Forgotten" would add a nice touch to our flag pole. The Board will look into purchasing a flag from the vendor used by the Town. *Formula Funding* FY 2015 budget has been approved for \$191,082.00. The projects scheduled for these monies are siding and bathroom tile. *Health & Safety Initiative* has approved NHA for \$25,000.00 to make repairs to cement sidewalks.

Combo Smokes – Jacobs Way Bids were reviewed, the lowest bidder, Cornell Electric. A motion was made to accept as presented the lowest bidder, Mr. Cornell, by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 3-0.

Regionalization the proposal from the Governor and the proposal from MassNAHRO were discussed.

Sewer Commission Correspondence The draft letter presented was approved.

Old Business

NHA Benefits Policy was tabled for the next meeting.

Screen Policy was accepted as presented, motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 3-0.

Board Member Training Due to the distance of this seminar, there will not be attendance from this board.

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report*
 - *Executive Director's Report and supporting documentation*
 - *Combo Smoke Quotes*
 - *Regionalization Proposals from the Governor & MassNAHRO*
 - *Sewer Commission Correspondence*
 - *NHA Benefit Policy Draft & Screen Policy*
 - *MassNAHRO April Training*
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Meeting was adjourned at 7:00 PM until the next meeting on Tuesday, March 19 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 3/19/13
(Date)

Signatures:

Executive Director: _____

Andrea Downey

Chairman: _____

Robert Salvo