



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: April 23, 2013 Time: 6:00 PM

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

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

Members Not Present: Steve Ceckowski, Treasurer and one vacancy (Governor's Appointee)

The meeting was called to order at: 6:12 PM

Minutes from the March 19, 2013 meeting were reviewed and approved with no adjustments. Motion made by Mr. Stefanelli, second by Mr. Annas; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Dated March 31, 2013, 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: ED Timesheets were presented and signed off on by the Chairman; Single Audit – It was suggested that Gary confirm that he audits/reviews the books on a regular basis; Regionalization article was reviewed by the Board; MMDT account changed management investors to Federated Investors, Inc. and we were required to update the designated authorized representatives forms. **Gatra Proposal** – Gatra requests permission from the Board to erect a bus shelter at the top of the street, near the end of the handicap ramp on the very edge of the property. A motion was made to accept the Gatra proposal as presented by Mr. Stefanelli, seconded by Mr. Annas; all in favor, 3-0.

Grievance Policy – The policy in place is not accessible on our software. I have revised the policy with the most updated version available from SHADO. Our regional attorney, Pat Grace has approved the policy. A motion was made to accept the policy as presented by Mr. Stefanelli, seconded by Mr. Annas; all in favor 3-0.

Health & Safety Initiative- Cement Sidewalks quotes were presented, with the lowest bid from Piccoli Paving Construction at \$16,088.00. References were checked by the ED. A motion was made to accept Piccoli Paving with the lowest bid as presented or as an alternative, US Pavement should Piccoli withdraw their bid, by Mr. Stefanelli, seconded by Mr. Annas; all in favor 3-0.

Sustainability Program – Low Flow Toilets quotes were presented, with the lowest bid from Performance Plumbing at \$32,488.00. A motion was made to accept Performance Plumbing as lowest bidder or as an alternative, Plan B Construction should Performance Plumbing withdraw their bid, by Mr. Stefanelli, seconded by Mr. Annas; all in favor 3-0.

NHA Personnel Policy – was postponed for next meeting.

ED Evaluation/Contract – Contract was presented for an additional 2 year term for the current ED. The document was executed by the Board and mailed to DHCD for final approval.

Pest Control Quotes – Approval of quote at the March meeting was withdrawn by the board, because it was not the lowest qualified bidder. The license for the lowest bidder was presented to the Board. A motion was made to accept C & B Pest Control as lowest bidder by Mr. Annas, seconded by Mr. Stefanelli; all in favor 3-0.

Regionalization Articles – I provided the Board with articles in response to the North Attleboro Forum in February.

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report*
- *Minutes for March*
- *Executive Directors Report*
- *Gatra Proposal*
- *Grievance Policy*
- *Health & Safety Initiative Quotes, Sustainability Low Flow Toilet Quotes & Pest Control Quotes*
- *NHA Personnel Policy, ED Evaluation forms*
- *Regionalization Articles*

Meeting was adjourned at 7:43 PM until the next meeting on Tuesday, May 21st at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 5/21/13
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo