



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: May 21, 2013 Time: 6:00 PM

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

Members & Staff Present: Fred Annas, Steve Ceckowski, Robert Salvo, James Dinsel & Andrea Downey

Members Not Present: Ralph Stefanelli

The meeting was called to order at: 6:02 PM

Minutes from the April 23, 2013 meeting were reviewed and approved with no adjustments. Motion made by Mr. Annas, second by Mr. Salvo; all in favor, 2-0, 2 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Dated April 30, 2013, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Annas to accept, seconded by Mr. Salvo; all in favor 3-0, 1 present. Washer & Dryer account expenses reviewed.

Executive Director's Report: Timesheets were reviewed and signed by Mr. Salvo; Single Audit – Pursuant to the Board's request for clarification, the Fee Accountant provides evidence of his monthly review of NHA financials with the letter attached to his financial report, which I have enclosed for your review; Opinion letter concerning Regionalization, the Board will publish an article in the Sun Chronicle; Office Hours schedule change – the hours at the housing authority will change as follows: Monday – Thursday 8:30 – 3:00 PM, Friday 9:00 – 11:00 AM. Quiet hour will be Monday & Tuesday 3:00 – 4:30 PM, Wednesday & Thursday 3:00 – 3:30 PM. This will minimize the amount of time I am in the office without support of administrative staff; Parking Area Expansion – due to the growing population with cars and couples residing at NHA we need to expand the parking area. With our Health & Safety Funding we are able to pave a 25' x 40' parking area to increase spaces, closer in proximity to elderly/ handicap units.

Procurement Policy A Procurement Policy was presented to the Board, authorizing Andrea Downey as the Chief Procurement Officer. The Policy was accepted as presented by motion from Mr. Dinsel; Seconded by Mr. Annas, all in favor 4-0.

Fire / Burglar Alarm Quotes Home & Commercial notified me in April that they will not re-new our Fire/Burglar Alarm Service contract. I contacted the NFD and obtained a list of approved contractors for this service. I contacted 4 companies on the list provided and one responded to our request for proposal. The proposal was favorable, but the service call fee language was confusing. The Board requested clarification of the language. This item was held over for clarification to the next meeting, which will be held prior to the monthly meeting.

Tree Removal Quotes The Health & Safety Initiative Funding in the amount of \$25,000.00 for the cement sidewalk project was voted on last month. The contract amounts ranged from \$33,000.00 to \$16,088.00. The low bidder, Picolli Paving was awarded the contract at \$16,088. That left \$8912.00 in the budget. After conferring with DHCD, it was agreed I would request bids to spend more of the award. I prepared a request for proposal for tree removal and trimming at both sites. With 3 quotes, Harney Contractor, Inc. was low bidder at \$3240.00. A balance again remains in the budget, \$5672.00. The board requested that I request bids for paving of the additional parking lot. We will meet prior to the June meeting to give time for completion of this project by the June 30th deadline.

Administrative CIP Costs NHA has recently requested and received administrative funds from Fire Alarm panels and the Boiler modernization projects. Our fee accountant, Gary DePace recommended that we use these funds to offset the costs of the computer systems we purchased in October 2012. A motion was made to accept this as presented by Mr. Ceckowski; seconded by Mr. Annas, all in favor 4-0.

Front Load Washing Machine The front load washing machine in the laundry room has been out of order more than it has been working. The machine was purchased in 2001. The board requested additional information on replacing all the machines and changing to a swipe card system, eliminating coins. This will be re-addressed at the interim meeting prior to the June meeting.

Lead Paint Certification In accordance with DHCD regulation, on an annual basis the housing authority must re-certify in writing and update the lead paint component on the DHCD web site. The certification was signed by the entire board, as required and returned to DHCD.

Old Business

NHA Policy The personnel policy was updated to clarify employee benefits. The board reviewed the policy carefully and a motion to accept the policy as presented was made by Mr. Dinsel, seconded by Mr. Annas, voted 3-1.

ED Evaluation To date I have one performance evaluation completed by Mr. Stefanelli. The board requested that copies of the evaluation form be mailed to the board. An evaluation will be conducted at the June meeting.

New Business

Board Member Certification – Professional Relationships – The members will advise closer to the date if they are able to make this commitment.

List of Documents and Other Exhibits used at Meeting:

- *Complete Monthly Minutes & Treasurer's Report*
- *Procurement Policy & Personnel Policy*
- *Quotes for Fire/Burglar Alarms, Tree Removal Quotes & Washer Machine*
- *Lead Paint Certification*
- *ED Evaluation / Job Description*
- *MassNAHRO Certification – Professional Relationships*

Meeting was adjourned at 8:01 PM until the next meetings on interim meeting, Tuesday, June 4, 2013 & monthly Tuesday, June 18, 2013 both at 6:00 PM at 120 West Main St., Norton, MA 02766.

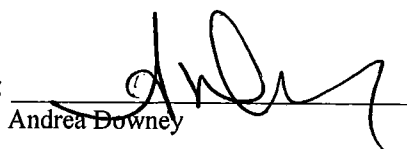
Respectfully submitted,

Minutes Approved by Committee on:

6/18/13
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo