



TOWN OF NORTON

Norton Housing Authority
(Committee)

MINUTES

Date: June 18, 2013 Time: 6:00 PM

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

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

Members Not Present: _____

The meeting was called to order at: 6:03 PM

Minutes from the May 21, 2013 & June 4, 2013 meeting were reviewed and approved with no adjustments. Motion made by Mr. Annas, second by Mr. Ceckowski; all in favor, 4-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Dated May 31, 2013, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Annas to accept, seconded by Mr. Dinsel; all in favor, 5-0.

Executive Director's Report:

Timesheets / Vacation Sheet: For the month of May 2013, I worked on average 38.5 hours per week.

Laundry Room Update: I was not able to make it to the bank in May for a coin deposit. I did however, make it to the bank on 6/4/2013 and plan another deposit in June. I am planning to purchase 4 Speed Queen Machines: 1 ADA Washer, 1 ADA Dryer, 1 Washer, 1 Dryer. All machines will have the ability to convert to a swipe system in the future. Maintenance has already replaced the waste baskets and the sink.

Window Update: Red Oak Remodeling is doing an excellent job on the phase 2 window project. We have 41 windows installed as of 6/13/13 and 30 remaining.

Health & Safety Update: Tree Removal: Harney removed and pruned trees at both Woodland Meadows and Jacobs Way. The residents at Jacobs Way were very pleased with this work.

Asphalt: C. Ryan Landscaping – I'm hoping to have the parking are completed this week.

Cement Sidewalks: Piccoli began on Monday and removed cement from 10 locations. They plan to work this Saturday and pour cement on Monday. Weather permitting; the sidewalks may be done by the meeting.

Low Flow Toilets: This project has been completed. We only have 3 Handicap toilets that need to be replaced on site.

2013-2014 Budget Items: Looking ahead to our year end in September I would like to set-aside money for the following items:

1. Dump Truck replacement
2. Building C – repair rear cement sidewalk and re-grade erosion
3. Sidewalk in front of Building A – install an asphalt sidewalk to increase safety for walking and for wheel chairs moving over the speed bumps.
4. Front Office Window, new door in center office and a commercial glass front door.

It was agreed that at or before the September meeting we would walk around both sites as a group and look at the various items requiring attention.

Bank Account Signatory Update: We have a new member to the board. In order to add a member to the signature card for check signing, we all must stop in at Mansfield Bank. I suggest waiting until September to add our Governor's Appointee.

Smoke Free – The popularity of this is gaining speed in public housing. The board collectively was against this type of policy at NHA.

Power Washing: We have \$2350.00 left in administrative funds that I would like to use toward power washing Jacobs Way exteriors. I have a quote for this work for \$3050.00. Mr. Annas made a motion to use the balance of these funds to power wash building exteriors at Jacobs Way, Mr. Stefanelli seconded the motion; all in favor 5-0.

Natural Disaster Response Policy: This policy was presented to the board as a proactive measure in the event of an emergency that I hope never to have. Mr. Dinsel made a motion to accept this policy as presented, Mr. Annas seconded the motion; all in favor 4-0.

MassNAHRO- Mr. Stefanelli will be attending the Ethics Workshop, Mr. Dinsel may attend as well.

HILAPPI presented the application and cover letter along with a request for use of operating reserves. Mr. Dinsel made a motion to accept the application and NHA's participation in funding by using operating reserves for both Woodland Meadows and Jacobs Way, seconded by Mr. Annas, all in favor 4-0.

Certificates of Final Completion: Health & Safety Initiative projects are almost done. At time of meeting the only project that had been completed was the tree work. Mr. Annas made a motion to accept the certificate of final completion as presented for Harney Contractors, seconded by Mr. Dinsel, all in favor 4-0. Piccoli & C. Ryan Asphalt projects are not complete. An interim meeting will be scheduled as needed to approve these projects.

List of Documents and Other Exhibits used at Meeting:

- *Monthly Minutes & Complete Treasurer's Report*
- *ED Hours*
- *Natural Disaster Policy*
- *MassNAHRO Workshop*
- *HILAPP Application*
- *Health & Safety Certificates*

Meeting was adjourned at 7:47 PM until the next meeting on Tuesday, July 9th & Tuesday, September 17th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 9/17/13
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo