



TOWN OF NORTON

Norton Housing Authority
(Committee)

MINUTES

Date: September 17, 2013 Time: 6:00 PM

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

Members & Staff Present: Robert Salvo, Ralph Stefanelli, James Dinsel & Andrea Downey

Members Not Present: Stephen Ceckowski, 1 vacancy

The meeting was called to order at: 6:00 PM

Minutes: from June 18, 2013, were reviewed and approved with no adjustments. Motion made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor, 3-0.

Minutes: from July 9, 2013, were reviewed and approved with no adjustments. Motion made Mr. Stefanelli, seconded by Mr. Dinsel; all in favor, 3-0.

Minutes: from August 27, 2013 were reviewed and approved with no adjustments. Motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from June 30, 2013, July 31, 2013 & August 31, 2013 were reviewed and approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Quarterly Financial Statements & Modernization Reporting: Quarter ending June 30, 2013 were reviewed and approved as presented. Motion to accept June 30, 2013 quarterlies as presented was made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

Executive Director's Report:

i. **ED Timesheets** for June 2013, July 2013, & August 2013 were reviewed, approved and signed by the Chairman. Motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

ii. **Washer Dryer Income:** Deposit tickets and collection forms were reviewed.

iii. **January Minutes:** Acceptance of the Resident Handbook vote was not recorded in the minutes. The information was added to the minutes and forwarded to the Town Clerk. Mr. Salvo pointed out his name is missing from *Members Not Present*.

iv. **HILAPP Funding:** NHA will not be receiving funding.

v. **Generator:** The work Order for this project was included.

vi. **Executive Director CIP Reimbursement:** I submit the handwritten page of re-imbursements to DHCD and the Board of Commissioners earlier this year. I have added 4 additional typed pages for CIP re-imbursement. I recently learned this money is re-paid directly to the Executive Director as compensation for additional hours worked, per DHCD PH Notice 2011-14. The Board reviewed and accepted my accounting, to pay the ED \$882.90 for hours worked in excess of the 32 hours per week in accordance with my contract, as presented, motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

CIP Plan for 2014- 2016 was reviewed by the Board and accepted as presented, motion made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

vii. **Single Audit:** DHCD will be providing guidelines for a single audit in the 2014 budget guidelines due out shortly.

viii. **Security Camera's:** We are interested in doing something with camera's in the near future.

ix. **NHA Truck:** The Chairman suggested that I check with the Norton Highway Department. They purchased a Chevrolet dump truck with gas engine through the Plymouth County Commissioners Contract last year and they are very happy with the vehicle.

x. **Facility Condition Assessment (FCA):** An inventory & assessments was done at both developments in 2008 by DHCD. DHCD is now working to have another FCA done statewide in the spring of 2014.

Rise Engineering: Rise Engineering electrical upgrade at Woodland Meadows for all street light globes, and flood light bulbs for street sign & flag pole was reviewed and accepted as presented. Motion made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Rise Engineering electrical upgrade at Jacobs Way for refrigerators, power strips, one bulb, for each unit and street light globes & bulbs was reviewed and accepted as presented. Motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

Aging Accounts Receivables: The Board reviewed the aging accounts receivables and approved a write-off for the balances presented. A motion was made to accept the write-off the amount of \$3617.00, as presented, by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Visitor Request Form: The Board reviewed and accepted the use of the Request for Overnight Visitor Form at Norton Housing. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Pet Policy: The Board reviewed and accepted the use of the Pet Guidelines for State-Aided Elderly Housing, dated October 1995, prepared by DHCD, at Norton Housing. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Board Member Certification: The upcoming workshops for September, October, November and January 2014 have been provided to the Board. If a member would like to attend, please complete the form and return it to Andrea at your earliest opportunity.

Meeting was adjourned at 7:38 PM until the next meeting on Tuesday, October 15th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,


Minutes Approved by Committee on: 10/15/13
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


~~Robert Salvo~~
Stephen Celkowski



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

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

Location: Norton Town Hall
70 East Main Street, Norton, MA 02766

Members & Staff Present: Robert Salvo, James Dinsel, Stephen Ceckowski & Andrea Downey

Members Not Present: Ralph Stefanelli, 1 vacancy

The meeting was called to order at: 7:45 PM

Review Candidate for vacancy on NHA Board of Commissioners: The board vacancy was posted on the Town of Norton website on July 2, 2013, requesting interested parties to send a letter of interest to the Board of Selectmen by August 30, 2013. The vacancy needs to be filled until the re-election for this position in April 2014. The Board of Selectmen received one letter of interest from Slandy Ogine-Noel.

On September 19th, 2013, Ms. Noel appeared at a joint meeting before the Board of Selectmen and the Norton Housing Authority Board of Commissioners. She answered questions asked of her by the Board of Selectmen.

The Board of Selectmen requested NHA take a vote first to fill this position. A motion to accept candidate, Slandy Ogine-Noel, as a member of the Norton Housing Authority Board of Commissioners, for the remainder of the term, until April 2014, was made by Mr. Salvo, seconded by Mr. Ceckowski; all in favor 3-0. The Board of Selectmen also voted to accept Ms. Noel as a member of the Norton Housing Authority Board of Commissioners.

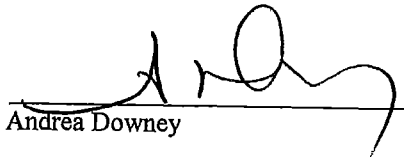
Meeting was adjourned at 7:55 PM until the next meeting on Tuesday, October 15th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 10/15/13
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


~~Robert Salvo~~
Stephen Ceckowski