



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: October 15, 2013 Time: 6:00 PM

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

Members & Staff Present: Steve Ceckowski, Slandy Ogine-Noel, James Dinsel & Andrea Downey

Members Not Present: Robert Salvo, & Ralph Stefanelli

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

Introduction New Member: We welcomed our newest member, filling the vacancy of Frederick Annas, Slandy Ogine-Noel

Minutes: from September 17, 2013, were reviewed and approved with no adjustments. Motion made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor, 2- 1 present.

Minutes: from September 19, 2013, were reviewed and approved with no adjustments. Motion made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor, 2- 1 present.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from September, 2013, will not be available until the November meeting as 9/30 is our year end. Mr. DePace will attend our November meeting to present the year-end report and the budget for Fiscal Year 2014.

Smoke Free Housing: Chris Banthin, Program Director at Public Health Advocacy Institute spoke at the meeting. Mr. Banthin explained that 24 housing authorities are currently smoke free; 27 are in the process and will be smoke free within the year. Massachusetts has a 16% population of smokers; restaurants and bars went smoke free in 2004. Dangers to smoking in apartments include: fire safety, oxygen use, increased work with turnovers, and day to day unit maintenance. HUD encourages going smoke free; DHCD is currently developing a smoke free policy for housing authorities. A survey to residents is the first step in the smoke free process. Mr. Banthin provided a survey to poll the NHA residents. A motion was made to distribute the survey and prepare the results for the November meeting by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 3-0.

Executive Director's Report:

- i) **Timesheets** – were reviewed; Mr. Ceckowski signed the timesheet.
- ii) **Washer Dryer** – Deposit ticket and collection form were reviewed.
- iii) **Cameras** – Topic will be revisited with a full board.
- iv) **Street Light at Intersection** – I have applied for funding for this project through the DHCD Health & Safety Initiative. We will know the results of this funding by early December.
- v) **MCPPO** – Topic will be revisited with a full board.
- vi) **Ethics Disclosure** – Recently, I priced shopped our paint pricing. One of the suppliers I requested a price from employed a Town Official. In an effort to stay well above the ethics code, I included a Disclosure of Appearance of Conflict of Interest form pursuant to G.L.c. 268A, §23(b)(3), to cover NHA in this matter. The disclosure was reviewed by the board.

- i) **NHA Truck** - The model suggested by Mr. Salvo at the September meeting was priced using the Plymouth County Contract Distributor. Specifications and pricing were supplied to the board for review. The board deferred to Mr. Salvo's expertise on this matter. Mr. Salvo was consulted after the meeting and the truck specified is to his satisfaction. We will move forward and budget a Chevrolet 2013 four wheel drive dump truck into our 2014 budget. The pricing provided is for orders placed prior to October 31, 2013. We cannot order the truck until the FY 2014 budget is approved by DHCD. As a result, an increase of up to 5% could be added to the cost of the vehicle; we will likely purchase a 2014 model.
- ii) **Aerial Bucket Vehicle** – This will be revisited at the next meeting with a full board.

Client Code of Conduct: Our DHCD attorney was not able to review this policy prior to our meeting. Upon further review, Ms. Grace has advised against making a separate policy for Client Code of Conduct. Resident leases and state regulations already address and remedy any type of abusive behavior toward NHA staff, by residents & applicants.

Tub Wall Project: Tub Wall project will begin the week of October 28, 2013. This project should be complete by the end of November.

Siding Project: The siding project is moving forward. Repair to only damaged siding, with replacement in kind.

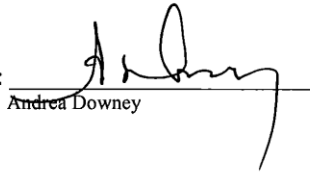
Meeting was adjourned at 7:40PM until the next meeting on Tuesday, November 19, 2013 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

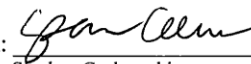
Minutes Approved by Committee on: 12/17/13
(Date)

Signatures:

Executive Director:


Andrea Downey

Acting Chairman:


Stephen Ceckowski