



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

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

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

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

Members Not Present: _____

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

Meeting Order to be changed to accommodate our Fee Accountant. The board will address the Treasurer's Quarterly reports and Fiscal Year 2014 Budget first, followed by the Veteran's Allowance. A motion to begin our meeting with the quarterly reports, FY 2014 budget and Veteran's Allowance was made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 5-0.

Treasurer's Report: Treasurers fourth quarter report was reviewed and approved, in its entirety with no adjustments. Motion made to accept Treasurer's fourth quarter report as presented by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 5-0. Fiscal year 2014 budget was reviewed and approved, in its entirety with no adjustments. Motion made to accept the fiscal year 2014 budget as presented by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0.

Veteran's Allowance – In accordance with 760 CMR 6.05 it is at the housing authorities discretion to exclude all but \$1800.00 of a 100% disabled veterans United States Government income, whose disability occurred in connection with military service, no deductions shall apply against the \$1800.00. Pursuant to the board's request, the executive director shall request a clarification from DHCD on the State benefit, Chapter 115, and its inclusion in income used to determine rent.

Minutes: October 15, 2013 were reviewed and approved with one addition, the introduction of our new board member, Slandy Ogine-Noel and one change, the acting chair for the meeting was Mr. Ceckowski, so he will sign the minutes at the December meeting. Motion made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 3-0, 2 present.

Meeting motions / Actions & Summary of Discussions:

Executive Director's Report:

Time Sheets: October monthly timesheets were accepted as presented with a motion by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0.

Washer Dryer Income: October monthly washer dryer income deposit sheet and accompanying collection form was accepted as presented with a motion by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 5-0.

Zoning Board Notice: 133 W. Main St. is a single family dwelling that is to be razed and replaced with a multi-use building. The intended use for the building is as a real estate office. The board has reviewed the notice and has no opposition thereto; motion made by Mr. Stefanelli to accept as presented, seconded by Mr. Ceckowski; all in favor 5-0.

Affirmative Action: The board reviewed the PHA generated report for demographic breakdown. A goal is not set in the town of Norton.

MCPPO Training: This training will educate the procurement officer on proper Massachusetts procurement laws. A motion was made to add the executive director's name to the waitlist for the MCPPO training in the spring by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0

Aerial Bucket: The board brought to my attention that licensing is involved with the operation of an aerial lift truck. The board requested we look at hiring an outside contractor to clean gutters and one to paint the light poles in the early spring.

Generator: The engineer has ordered a GPR to be conducted to find out exactly what is underground and where it is. The study was completed on Thursday, November 21st.

Application for Accessible Unit Initiative 2014: I am planning to apply for funding for ADA updates in the development. This funding requires an outside contribution and the Town of Norton does not offer CPA funding. The contribution could be from the housing authorities operating reserves. If NHA's application is approved, the board is in agreement for using NHA operating reserves to contribute to this funding opportunity, up to \$12,000.00. A motion was made to this as presented by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Health & Safety: We will know shortly if we are receiving funding.

Senator James Timilty: Senator Timilty was unable to attend.

Smoking Survey Results: Woodland Meadows, 130 surveys distributed, 100 surveys returned, 85 in favor of smoke free housing; 13 against smoke free housing; 2 undecided about smoke free housing. Jacobs Way, 14 surveys were distributed, 7 surveys were returned, 6 in favor of smoke free housing; 1 against smoke free housing. The board would like to discuss the parameters of where smoking would be allowed at our next meeting.

Unit Offer Policy: In response to a recent issue with placement of residents, our DHCD Asset Manager recommended we set a unit offer policy. A policy was presented to the board, using the regulation as a basis. Our DHCD staff attorney reviewed and approved its content. A motion was made to accept the Unit Offer Policy as presented by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0.

Memorandum to Residents: A memorandum was presented to the board outlining how a resident should address issues of concern with the housing authority and the board. A motion was made to distribute the memorandum as presented by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Camera Quote: The board requested this to be placed on the December agenda.

Formula Funding: A brief update of the tub renovation was provided with photos of before and after tub renovations.

ADA Self Evaluation: The Application for Accessible Unit Initiative requires each housing authority to include their ADA plan in the application. At present Norton, like most housing authorities, does not have an ADA plan. I have prepared a plan, which I presented in the application for funding at DHCD's request. Because so few housing authorities have a plan, DHCD is planning to address this with a conference call in the near future. I will bring the final plan to the board once I am sure our proposed plan covers all that it needs to.

List of Documents:

Meeting Minutes
September & October Treasurer's Report, Fourth Quarter Reports and FY 2014 Budget.
Veteran's Allowance Policy
Executive Director Report's documentation
Housing Bond Bill
Smoking Survey Results
Unit Offer Policy
Memorandum to Residents
Camera Quote
Formula Funding Update
ADA Self Evaluation

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November 18, 2013 Minutes

Meeting was adjourned at 7:54PM until the next meeting on Tuesday, December 17, 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

Chairman:

Robert Salvo