



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: May 21, 2012 Time: 6:00 P.M.

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

Members Present: Robert Salvo, Sr., Fred Annas, Steve Ceckowski

Staff Present: Andrea Downey

Members Not Present: Ralph Stefanelli

The meeting was called to order at: 6:04 P.M.

Minutes from the April 25, 2012 Meeting were reviewed and Approved with no adjustments. Motion made to accept as is by Mr. Annas; 2nd by Mr. Salvo. 2 in favor, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report – Dated April 30, 2012 reviewed and approved. Motion to accept as is made by Mr. Salvo; 2nd by Mr. Annas. All in favor 3-0.

Washer Dryer Account – Dated April 30, 2012 reviewed and approved. Motion to accept as is made by Mr. Salvo; 2nd by Mr. Annas. All in favor 3-0

Income & Expenses – April 30, 2012, payables \$39753.76. Reviewed and approved. Motion to accept as is made by Mr. Salvo; 2nd by Mr. Ceckowski. All in favor, 3-0.

Minutes January 27, 2012 Signed. Motion to accept as is made by Mr. Annas; 2nd by Mr. Salvo. 2 in favor, 1 present.

Minutes March 6, 2012 – Signed. Motion to accept as is made by Mr. Annas; 2nd by Mr. Salvo. 2 in Favor, 1 present.

Minutes March 20, 2012 – Signed. Motion to accept as is made by Mr. Annas; 2nd by Mr. Salvo. 2 in favor, 1 present.

Minutes April 17, 2012 – Signed. Motion to accept as is made by Mr. Annas; 2nd by Mr. Salvo. 2 In favor, 1 present.

Minutes of April 25, 2012 Signed and approved – Motion made to accept as is by Mr. Annas; 2nd by Mr. Salvo. 2 in favor, 1 present.

New / Old Business

Mansfield Bank - All Board Members must go to bank and update personal information and sign new signature cards to add new Board Member, Steve Ceckowski and Executive Director, Andrea Downey as signers on the account.

DHCD Subsidy Agreement Enables DHCD to register our Housing Authority in the state accounting system. Motion made to approve DHCD Comptrollers Office Operating Subsidy Agreement by Mr. Annas; 2nd by Mr. Ceckowski. All in favor, 3-0.

DHCD Contract Signature Proof of Authentication of Signature of new Executive Director, Andrea Downey. Motion made by Mr. Annas; 2nd by Mr. Salvo. All in favor, 3-0

Wetherells Lawn & Garden Process check and pick up Exmark Lawnmower this week.

Office Updates:

1. Copy machine needs to be replaced. Obtain 3 quotes.
2. Consider changing payroll over to an outside Payroll Company. Look into 3 options.
3. Community room flooring needs to be changed. Obtain 3 quotes from contractors.
4. NHA emergency policy should be re-visited. Obtain a copy of the current policy and review.
5. Washer /Dryer room look into changing the slots over to accept currency.
6. Community room walls need to be painted. Work on putting this on the schedule.

List of Documents and Other Exhibits used at Meeting:

- **Treasurer's Report, Washer Dryer Payback, Income & Expense YTD, Trial Balance & Check Summary.**
- **Minutes from 1/27/2012, 3/6/2012, 3/20/2012, 4/17/2012, and 4/25/2012.**
- **Memorandum from DHCD, dated May 1, 2012, Public Notice 2012-5**



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Meeting was adjourned at 7:05 P.M. until the next meeting on Tuesday, June 19, 2012 at 6:00 P.M. at the Woodland Meadows, Community Room, 120 West Main St., Norton, MA 02766

Respectfully submitted, Minutes Approved by Committee on: _____
(Date)

Signatures:

Executive Director: _____
Andrea Downey

Chairman: _____
Robert Salvo