



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: August 21, 2012 Time: 6:00 PM

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

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

Members Not Present: one vacancy

The meeting was called to order at: 6:10 PM

Minutes from the July 17, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Stefanelli, second by Mr. Annas; all in favor, 3-0, 1 present.

Minutes from the August 6, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Ceckowski, second by Mr. Annas; all in favor, 3-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Dated July 31, 2012, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Stefanelli to accept, seconded by Mr. Annas; all in favor, 4-0. Washer & Dryer account expenses reviewed and approved in its entirety without adjustment. Motion made by Mr. Ceckowski, seconded by Mr. Annas; all in favor, 4-0.

Certification for Quarterly Operating Statements dated 6/30/2012 reviewed and approved in its entirety without adjustment. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 4-0.

Executive Director's Report: Included Executive Directors Timesheets & Vacation report; M. Fricano vacation pay request update; **Generator** – Collectively, there is interest to explore generators for Woodland Meadows. However, more information is needed on pricing, size and what a generator could power before making any commitment. Mr. Salvo has agreed to look into a cost effective generator and installation for power to the community room and the lift stations to keep the septic system in service. Door opener; Emergency Planning; Quiet hour in the office 2 days per week for one hour per day; **Public Safety** issue with lighting at the crosswalk at the end of the street; Email/web site/ protection software, I will be changing the NHA email to a more secure address and developing a one page web site to allow access to DHCD website, regulations and the application; Vacant office position for housing coordinator was published in 2 newspapers.

Cluster Mailboxes – due to the cost, this option is not a viable one at this time. Motion made by Mr. Salvo to take no further action on cluster mailboxes, seconded by Mr. Annas; all in favor, 4-0.

Tree Trimming at Woodlawn Meadows the quotes varied in what would be addressed in the tree trimming. Re-bid work requesting tagged trees to be removed pruned or shaped. A motion was made by Mr. Annas to re-bid tree work, seconded by Mr. Ceckowski; all in favor, 4-0.

CORI Policy policy dated 8/21/2012, taken directly from the SHADO Model, was reviewed, discussed and approved in its entirety with no adjustments. Motion made by Mr. Annas, to accept, seconded by Mr. Stefanelli; all in favor, 4-0.

Firearm Policy In light of recent circumstances at Woodlawn Meadows, it became necessary to put a policy in place at NHA for residents that may have firearms in their apartments. The Firearm Policy was created with models from Barnstable, Plymouth and Taunton Housing Authority; reviewed by our DHCD appointed attorney, Patricia Grace and NPD, Sgt. Goodwin. Suggestions from both parties were incorporated into the final model. The policy was reviewed, discussed and accepted in its entirety with no adjustments. A motion was made by Mr. Salvo, to accept the Firearm Policy, seconded by Mr. Annas; all in favor, 4-0.

Septic Pumping 4 quote requests were made. 2 quotes were given for the same price per gallon, and differences in emergency service. Motion was made to obtain a 3rd quote. Mr. Salvo made the motion to obtain a 3rd quote, Mr. Annas seconded; all in favor, 4-0.

On Call Fee's: All proposed rates for Flat Weekly On-Call Rates, Call-Out, Travel Time and Lock-out rates approved in their entirety with no adjustments. Motion by Mr. Annas, seconded by Mr. Ceckowski; all in favor, 4-0.

Interagency Collaboration Workshop MassNAHRO will be holding a series of trainings to explore ways to maintain agency independence in this changing environment. Mr. Stefanelli & the Executive Director will be attending this workshop.

Board Training: September 22, 2012, Legal Issues. Mr. Ceckowski will attend at no cost due to a late previous program, Mr. Stefanelli & Mr. Salvo will be attending!

Notice for Public Hearing ZBA Notice for 8/6/12 hearing. Mr. Stefanelli went to Town Hall at the end of June to research this and determined this is a non-issue.

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report & Certification for Quarterly Operating Statements*
- *Executive Director's Report*
- *Mailbox, Septic Pumping, Tree Trimming & Door Opener Quotes*
- *CORI & Firearm Policies*
- *On-Call Fees*
- *Interagency Collaboration Workshop notice, Board training notice and ZBA Notice*

Meeting was adjourned at 8:22 PM until the next meeting on Tuesday, September 18th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: _____
(Date)

Signatures:

Executive Director: _____
Andrea Downey

Chairman: _____
Robert Salvo