



# TOWN OF NORTON

## Norton Housing Authority

(Committee)

### MINUTES

Date: October 16, 2012 Time: 6:00 PM

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

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

Members Not Present: Ralph Stefanelli and one vacancy

The meeting was called to order at: 6:09 PM

Minutes from the September 18, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Annas, second by Mr. Ceckowski; all in favor, 3-0.

#### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** Due to year-end on September 30, 2012 no Treasurer's Report was available. We will have the Report in November along with the budget for 10/1/2012 – 9/30/2012.

**Executive Director's Report:** Included Executive Directors Timesheets & Vacation report; Sustainability & Reform update; Hurley & O'Neill draft of audit report; Maintenance, one staff member was working with restrictions, as of 10/25/12, is back to normal duties; New Hire, Kathleen Kelly-Grudain started on October 9, 2012, 15 hours weekly, my candidate was approved by the Board; Computers due to one tower crashing and the age of the other computers, 3 new towers, one monitor, one printer and a few accessories were approved; community Room TV was approved for an update, flat screen TV, with Blu ray player with a wall mount system were voted in to be paid from Washer/dryer account; Holiday Schedule time off was discussed; Plumbing quotes were reviewed, I need to re-visit on contractor to be certain of their familiarity with the system at JW; **Generator** – We have one price from "A" Electric for \$71,888.00. I expect a 2<sup>nd</sup> quote from Boivin Electric.

**Jacobs Way CFA Re-Open** In order to collect funds for on old invoice paid to Crowley Engineering this summer the CFA needed to be re-opened. A motion was made to re-open the CFA to collect funds, by Mr. Annas and seconded by Mr. Ceckowski, all were in favor, 3-0.

**Septic Pumping** 3 quote requests were made. Two quotes were given for the same price per gallon, and emergency service charges. The 3<sup>rd</sup> quote varied slightly with a disposal fee. Pursuant to discussion, I have learned that each tank is pumped one time annually, unless there's an issue. Motion was made to accept the low bid quote from the current contractor, Bay State Sewage by Mr. Ceckowski, seconded by, Mr. Annas; all in favor, 3-0.

**Tree Removal** Last month the Board voted on the lowest bidder, GreenTree Experts to complete tree removal. GreenTree Experts withdrew their bid. A motion was made by Mr. Annas to accept the next lowest bidder, Harney Contractors, Inc., seconded by Mr. Ceckowski; all in favor, 3-0.

**Board Training:** November 17, 2012, Personnel Practices. Mr. Stefanelli will attend, Mr. Ceckowski will know shortly.

#### **List of Documents and Other Exhibits used at Meeting:**

- *Executive Director's Report along with attachments*
- *CFA Agreement for Jacobs Way*
- *Correspondence to DHCD for increased hours for ED*
- *Pumping & Tree Trimming Quotes*
- *Board Certification*

Meeting was adjourned at PM until the next meeting on Tuesday, September 18th at 7:16 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 11/20/12  
(Date)

*Signatures:*

Executive Director: \_\_\_\_\_  
Andrea Downey

Chairman: [Signature]  
Robert Salvo

Motion For: Approve & Present  
Motion Made By: Steve 2nd: Steve  
In Favor 3 - 0 Present: 4-0  
Discussion: Present