



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: November 18, 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 & Gary DePace, Fee Accountant

Members Not Present: one vacancy

The meeting was called to order at: 6:00 PM

Minutes from the October 16, 2012 meeting were reviewed and approved with no adjustments. Motion made by Mr. Ceckowski, second by Mr. Annas; all in favor, 4-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Year-End dated **September 30, 2012, and October 31, 2012** reviewed and approved in its entirety with no adjustments. Motion made by Mr. Ceckowski 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. **4th Quarter** reports reviewed and approved in its entirety without adjustment. Motion made by Mr. Ceckowski, seconded by Mr. Annas; all in favor 4-0. **Annual Budget 2012-2013** presented by Mr. DePace, reviewed and signed off on by the Board of Commissioners as is. Motion to approve 2012-2013 Budget made by Mr. Ceckowski, seconded by Mr. Annas; all in favor, 4-0. **Fee Accountant Contract** reviewed and approved in its entirety. Motion to approve by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 4-0.

Executive Director's Report: Included Executive Directors report: Timesheets/Vacations Sheets; CIP Administrative Funding to subsidized a portion of the hours I spend on the Capital Improvements @ NHA; Public Housing Notice 2012-16 requires on line reporting to DHCD for board members; Bristol County Sheriff's Department has included NHA in their Inmate work program. To date we have had painting in a 667 apartment, the community room laundry room, hallway adjacent thereto and rest rooms in our community hall. Vacation Pay – M. Fricano has been settled; HELP additional costs were involved with our fire panels, but HELP remained the low bid; Wi-Fi was approved in our community room to offer residents the use of computers, tablets and phones if they do not have internet capabilities in their apartments; ED request for additional hours has been tabled until my contract review. Part-time Employee PERAC was tabled; Waitlist Closing for 705 was approved by DHCD and has been posted as required; Generator – Mr. DePace has set aside \$70,000.00 in our budget to evaluate the process for potentially getting a generator in place at the Woodland Meadows site in late 2013; Executive Directors first year contract expires on 5/20/2013.

Board Member, Ralph Stefanelli left the meeting for an emergency at 6:50 PM.

Trash Removal Jacobs Way 3 Quotes were obtained. The lowest bidder, ABC Disposal, was awarded the Contract saving NHA a substantial amount of money. A motion was made to accept ABC Disposal as presented by Mr. Ceckowski, seconded by Mr. Annas; all in favor 3-0.

Porch Post Repair Jacobs Way 3 quotes were obtained. The lowest bidder, Mr. DiMartin was awarded the contract. A motion was made to accept the proposal from Mr. DiMartin as presented by Mr. Annas, seconded by Mr. Ceckowski; all in favor 3-0.

Whistleblower Policy In accordance with a recommendation from Hurley & O'Neill, the auditors NHA hired to review our internal procedures highly recommended having in place a whistleblower policy. Our attorney, Patricia Grace has reviewed and revised the document presented. A motion made to accept the policy as presented by Mr. Ceckowski and seconded by Mr. Annas; all in favor 3-0.

Shed Policy A policy is now in place prohibiting placement of sheds at any NHA site. A motion made to accept the policy as presented by Mr. Ceckowski and seconded by Mr. Annas; all in favor 3-0.

Hot Water Heater 3 quotes were obtained to install 8 electric hot water heaters at our Woodland Meadows site. A motion was made to accept the lowest bidder, Clarence Rich, by Mr. Annas and seconded by Mr. Ceckowski; all in favor 3-0

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report September year end 2012; October 31, 2012; budget 2012-2013*
- *Executive Directors report and supporting documentation.*
- *All Quotations for trash removal, carpentry work, and hot water heaters.*
- *Policies for Whistleblower and Sheds.*

Meeting was adjourned at 7:20 PM until the next meeting on Tuesday, December 18 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 12/18/12
(Date)

Signatures:

Executive Director: _____

Andrea Downey

Chairman: _____

Frederick Annas