



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: December 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 & Andrea Downey

Members Not Present: one Absent and one Vacancy (Governor's Appointee)

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

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

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: November 30, 2012, reviewed and approved in its entirety with no adjustments. Motion made by Mr. Stefanelli to accept, seconded by Mr. Annas; all in favor, 3-0. Motion to accept the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as presented, by Mr. Stefanelli, second by Mr. Ceckowski; all in favor 3-0. Motion to accept Schedule of Positions and Compensation Form as presented by Mr. Ceckowski, second by Mr. Stefanelli; all in favor 3-0.

Executive Director's Report: **Time/Vacation Sheet:** motion to approve time sheets as presented made by Mr. Stefanelli, second by Mr. Ceckowski; all in favor 3-0. **FY 2013 budget** is not approved by DHCD yet. Once approved, we can move forward with the generator; I have already emailed Mr. DiMare at DHCD about the project. **Capital Improvement Projects (CIP):** We have quite a few projects to finish by 6/30/2013 – Phase II & III windows at 667, tub walls 667, hot water heaters 667, low flow toilets 667, lavatory sinks 667 and storm doors 705. **Project Dog-** I am planning to have this service in place for the window and tub projects. **Community Room Activities** – VNA will be presenting workshops to our Residents, I hope monthly, in the coming year. The Board has agreed to allow us to raffle off ticket for the Norton Singers June show as incentive to increase participation in the workshops.

NHA Policy – Benefits – Our Policy needs to be revised. For the January Board meeting I will draft a proposed policy to incorporate inclusion and exclusions of NHA benefit Package for employees. This policy will grandfather long term employees.

Community Room Kitchen - The Board is in agreement to update counter tops and paint cabinets. I will check in with the South East Vocational School to see if they could template & construct the countertops, Bristol County Sheriff's Department will be painting cabinetry.

Town of Norton Annual Report NHA Page Update – The Board approved of my submission for the 2013 Book the Town puts out to its Residents.

Destruction of Documents - In accordance with State regulations, I would like to destroy documentation dating back to 1980. I will use the guidelines to determine on a case by case basis how far back we are required to keep documentation. A motion to destroy documents in accordance with the state regulations was made by Mr. Stefanelli, second by Mr. Ceckowski; all in favor, 3-0.

Jacobs Way Screens – Many screens are ripped or missing. The Board has approved re-screening the damaged screens at no cost to the Residents. However, a policy must be made to explain to Residents that going forward any screens damaged will be the responsibility of the Resident. Repairs may be made by

Bristol Glass or South East Vocational Tech. Residents will not be granted a hardship for damaged screens after this initial sweep of repairs.

List of Documents and Other Exhibits used at Meeting:

- *Complete Treasurer's Report*
- *Executive Director's Report*
- *NHA Policy*
- *Town of Norton Annual Report Page*
- *Destruction of Documents*
- *Jacobs Way Screens*

Meeting was adjourned at 6:50 PM until the next meeting on Tuesday, January 15, 2013 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