



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: March 4, 2013 Time: 8:00 AM

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 (Governor's Appointee)

The meeting was called to order at: 8:00 AM

Meeting Motions / Actions and Summary of Discussions:

Windows Phase 2 – The bid opening was on Friday, March 1, 2013. The Lowest bidder was Red Oak Remodeling. A motion was made by Mr. Salvo to proceed with lowest bidder, if rejected proceed to 2nd lowest bidder, etc., pending DHCD approval, , second by Mr. Ceckowski; all in favor 4-0.

Maintenance Staffing – Due to a member of the maintenance staffs medical leave on March 19, 2013 and many vacancies for March, I will need to find a temporary replacement for a period of 3-6 weeks. Our Fee Accountant, Gary, suggested using a temporary service to fill this position. All board members were amenable to this solution.

MassNAHRO – The spring conference is coming up May 19-22. If the agenda is warrants, I would like to attend with one of my office staff, and possibly a board member both Monday and Tuesday and stay over Monday night to avoid the drive back and forth to Hyannis. All board members were amenable to this plan.

List of Documents and Other Exhibits used at Meeting:

- Windows Phase 2 Bidder Tabulation
- Maintenance Staff sick Leave Notice
- MassNAHRO Spring Conference

Meeting was adjourned at 8:12 AM until the next meeting on Tuesday, March 19, 2013 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 3/19/13
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo