



# TOWN OF NORTON

## Norton Housing Authority

(Committee)

### MINUTES

Date: March 19, 2013 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 (Governor's Appointee)

The meeting was called to order at: 6:04 PM

Minutes from the February 19, 2013 meeting were reviewed and approved with no adjustments. Motion made by Mr. Ceckowski, second by Mr. Stefanelli; all in favor: 3-0, 1 present.

Minutes from the March 4, 2013 meeting were reviewed and approved with no adjustments. Motion made by Mr. Annas, second by Mr. Ceckowski; all in favor: 4-0.

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

**Treasurer's Report:** Dated February 28, 2013, reviewed and we discussed the decrease in account balances and the increased number of negative accounts in our budget. Expenses have increased for electricity (heat), high snow removal costs, & unit turnovers (10 units since 1/1/2013) that accounts for the decrease in the checking account. After a discussion with our Fee Accountant, Gary DePace, I was reminded the budget is based on 12 *equal* months. During the winter months, particularly when there are a large volume of turnovers, the budget can be off because some expenses are higher than at other times during the year. Once the weather warms, these expenses will decrease. A budget revision may become necessary due to the salary costs in the contract labor line item, which are available in the administrative salary line of the budget. Gary recommended that we wait until the summer to be sure that is the only revision necessary. The treasurer's report was approved in its entirety with no adjustments. Motion made by Mr. Annas to accept as presented, seconded by Mr. Stefanelli; all in favor: 4-0.

#### **Executive Director's Report:**

**Timesheets/Vacation** for the month of February 2013, I worked an average of 32 hours per week; **Washer Dryer Account** deposit for February \$690.61; **Laundry Collection Policy** currently in place was included for the Boards review; **Woodland Meadows** property description was provided at the request of Mr. Ceckowski; **Generator** request for an engineer has been emailed to Joe DiMare at DHCD; **Single Audit** NHA has not been audited since 2009. Due to that length of time, I suggest a single audit. The board was in favor of contracting for a single audit, but would like to research cost for this. **Formula Funding FY 2015 Award Letter-** FY 2015 Formula Funding has been awarded at \$191,082.00. **Contract for Financial Assistance & Amendment** For the FY 2015 funding \$191,082.00, Health & Safety Initiative \$25,000.00 and Low Flow Toilets \$28,800.00, totaling \$244,82.00, was signed by Chairman Robert Salvo.

**Windows Phase 2 Woodland Meadows** Awaiting Contracts from the Contractor. As soon as they are received I will need the Chairman to execute same and send them to DHCD. ***Contracts have been received, signed and returned to DHCD on March 25, 2013.***

**Low Flow Toilet Project - Proprietary Vote for American Standard** To streamline our replacement part supplies for toilets, I suggest specifying the same American Standard toilet used in the previous round of low flow toilet replacements. In addition, they have been well received by Residents and have presented minimal repairs for maintenance. Motion was made to accept the request for proprietary vote to use the same American Standard toilet specification previously installed on site, by Mr. Annas, seconded by Mr. Ceckowski; all in favor: 3-0.

**Pest Control – Carpenter Ant Treatment** Last season we had many extermination charges for ants and bees. In an effort to reduce the carpenter ant issue, I suggest site wide spraying at Woodland Meadows and Jacobs Way. Three quotes were presented, but questions arose about contractor licensing.

**Language Line** To insure I can communicate with all Residents, I suggested implementing a translation service, Language Line, at NHA. I was advised by the board that the iPhone has a translation application. I have downloaded the app on my iPhone and I am ready to communicate effectively with Residents that speak other the English as their primary language. ***Please be advised the iPhone I have is my own personal cellular phone that I pay for independent of NHA.***

**Old Business**

**NHA Benefits Policy** Tabled for this month. Discussion about reducing or eliminating Personal days an benefits for part time employees.

**MassNAHRO Spring Conference – Hyannis, MA** I am still awaiting the agenda to decide if I will go for one or two days.

**New Business**

**ED Evaluation / Contract** – The Board will select one of the two evaluation forms I presented and prepare evaluations for me for the April meeting.

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

- *Complete Treasurer's Report*
- *Executive Director's Report and supporting documentation*
- *Formula Funding FY 2015 Correspondence*
- *Low Flow Toilet Proprietary Vote*
- *Pest Control Quotes*
- *NHA Benefit Policy*
- *MassNahro Spring Conference Registration*
- *Ed Evaluation / Contract.*

Meeting was adjourned at 7:57PM until the next meeting on Tuesday, April 16, 2013 at 6:00 PM at 120 West Main St., Norton, MA 02766.

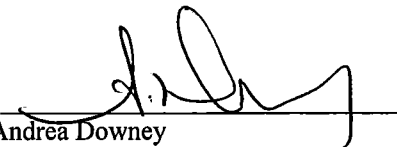
Respectfully submitted,

Minutes Approved by Committee on:

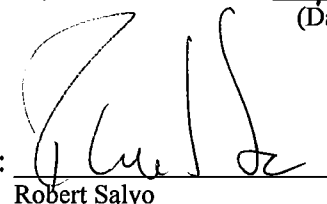
4/23/13  
(Date)

*Signatures:*

Executive Director:

  
Andrea Downey

Chairman:

  
Robert Salvo