



# TOWN OF NORTON

## Norton Housing Authority (Committee)

### MINUTES

Date: June 4, 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, James Dinsel & Andrea Downey

Members Not Present: Robert Salvo

The meeting was called to order at: 6:11 PM

**Asphalt Quotes** A request for proposal was sent by email to 4 contractors to install a 25' x 40' parking area between buildings L & K. I received one quote from C. Ryan Asphalt for \$5,500.00. A motion was made to accept the only bidder as presented by Mr. Dinsel; seconded by Mr. Ceckowski, all in favor 4-0.

**Laundry Room** At the May meeting the board requested information on a complete update to the laundry room machines. I researched replacing 6 washers, 6 dryers and changing over to swipe card machine. The cost for this exceeded the \$10,000.00 threshold, requiring public bid. The board was not in favor of spending that much money in the laundry room. In addition, it was learned that many of the machines had been replaced beginning in 2009. I also researched machine rentals and a route contracts and presented the findings to the board. After a lively discussion, it was determined that the director was to replace a few of the older machines now, update the large sink and trash barrels and keep the system using coins for the time being.

**Fire Alarm Contracts** The clarification for service call costs was made to the board. A motion was made to contract with H.E.L.P., Inc. for fire alarm inspections, service calls and the burglar alarm system effective July 31, 2013.

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

- *Asphalt & Fire Alarm Quotes*
- *Laundry room research*

Meeting was adjourned at 6:56 PM until the next meeting on Tuesday, June 18, 2013 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 6/18/13  
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo