



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: December 17, 2013 Time: 6:00 PM

Location: Woodland Meadows – Community Room
120 West Main Street, Norton, MA 02766

Members & Staff Present: Robert Salvo, Steve Ceckowski, Ralph Stefanelli, James Dinsel & Andrea Downey

Members Not Present: Slandy Ogine-Noel

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

Minutes: from October 15, 2013, were reviewed and approved with no adjustments. Motion made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 2-0, 2 present.

Minutes: from November 19, 2013, were reviewed and approved with no adjustments. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 4-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, September 30, 2013 were reviewed & approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Dinsel, seconded Mr. Stefanelli; all in favor 4-0.

Treasurer's Report: Treasurer's reports from, October 31, 2013 were reviewed & approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Dinsel, seconded Mr. Stefanelli; all in favor 4-0.

Treasurer's Report: Treasurer's reports from, November 30, 2013 were reviewed & approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Dinsel, seconded Mr. Stefanelli; all in favor 4-0.

Executive Directors Report:

Time Sheets: Were reviewed by the Board and signed by the Chairman, my average hours worked per week: 35.

Washer Dryer Account: Deposit for November was made on December 4, 2013, in the amount of \$892.51. A motion was made to accept the deposit as presented was made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 4-0.

Health & Safety: DHCD sent an email on December 6, 2013, indicating the funding was still under review and we will be notified once decisions are finalized.

Smoke Free: Included in the Board packet were sample letters of notification & lease addendums for residents. The board was in agreement to have a representatives from the department of Public Health speak at our January meeting.

NHA Staff: One member of our maintenance staff and one member of our office staff are currently out of work through the beginning of the year. I have temporarily replaced the maintenance staff through Alpha Personnel and will fill the office position temporarily with additional hours for our other office staff employee.

Veteran's Benefits: Are veteran's benefits paid by the Town countable toward income? Pursuant to my telephone conference with Ms. Gomez: Yes, the benefits for veteran's that come from the Town Veteran's agent are countable toward income for State-aided housing. The Board requests that I correspond with Ms. Gomez to put this answer into writing. A motion was made for NHA to allow an exemption for veteran's benefits paid by the Federal Government to a 100% disabled veteran, whose disability occurred in connection with military service (please see the policy manual for the entire policy) was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Norton High School: I have an appointment with the Superintendent of Schools before the next Board meeting to introduce myself to him and to inquire about the noisy air handler.

Generator: The advertisement for the generator was posted in the central register on 12/18/2013.

MEMA Blizzard: NHA was awarded payment in the amount of \$2624.62.

Camera Quote: The Board requests H.E.L.P., the lowest bidder for the camera quote to attend our next meeting for questions.

Contract for Financial Assistance: Due to an overage in costs related to the installation of phase two of the low-flow toilets, additional funding was required. The toilets used in phase one of this project were more expensive than what DHCD allotted for phase two. DHCD approved the extra funding required to purchase the same model toilets for phase two as was purchased in phase one. As a result we are required to sign a new CFA to include the additional funding. A motion was made to approve and sign off on the CFA as presented by Mr. Ceckowski, seconded by Mr. Stefanelli; all in favor 4-0.

Board Re-Organization: With a new member on the board, a re-organization was necessary to assign positions. As a result the board is re-organized as follows:

Chairman: **Robert Salvo** – Mr. Ceckowski made a motion for Mr. Salvo, seconded by Mr. Dinsel; all in favor 4-0.

Vice Chairman: **Ralph Stefanelli** – Mr. Ceckowski made a motion for Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0.

Treasurer: **Stephen Ceckowski** – Mr. Stefanelli made a motion for Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Commissioner: **Slandy Ogine-Noel** – Mr. Ceckowski made a motion for Ms. Ogine-Noel, seconded by Mr. Dinsel; all in favor 4-0.

Tub Renovations: Certificate of Substantial Completion was presented to the Board along with a minimal punch list. A motion was made to accept the Certificate of Substantial Completion by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Chevrolet Truck – The Fiscal Year 2014 budget was passed by DHCD. At our next meeting, the Director will present an up to date price for the same Chevrolet truck model approved by the board previously.

List of Documents:

Meeting minutes October & November;
Treasurer's Reports – September, October & November;
Executive Directors Report & attachments;
Camera Quotes;
Contract for Financial Assistance;
Board RE-Organization Chart; and
Tub - Request for Substantial Completion Payment

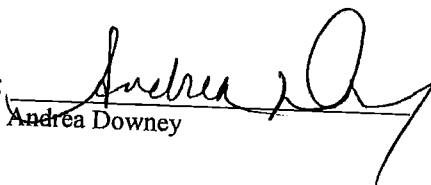
Meeting was adjourned at 7:07 PM until the next meeting on Tuesday, January 29, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

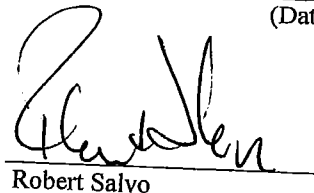
Minutes Approved by Committee on: 1/28/14
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo