



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: January 28, 2014 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: The minutes from the December 17, 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, December 31, 2014 were reviewed and approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0. The 1st Quarter Financials ending 12/31/2013 were reviewed and approved, in its entirety with no adjustments. Motion made to accept 1st Quarter Financial Reports as presented by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0.

Superintendent Norton Public Schools: Joseph Baeta updated the community on the efforts of the Building committee to have the noise from the air handler corrected.

Executive Director's Report:

Timesheets – I worked an average of 33 hours during December. My timesheets were signed off on by the Chairman.

Washer Dryer Account – The deposit in December was \$584.00, accompanied by the Collection sign-off sheet.

Director's Vacation – February 3, 2014 – February 11, 2014.

Crosswalk on W. Main Street – We are looking to enhance the crosswalk for safety. We are looking for a painted yellow crosswalk and LED flashing lights on each side of the street. The board suggested I request assistance from Representative Steven Howitt.

Front Window Enhancement – In order to reduce noise and drafts from the exterior main door, we have been closing the 2 panel door and using a small window. We would like to make the window larger and replace the door with a full view glass door. The board is in favor of soliciting quotes.

Budget Approved FY 2014

Cameras: H.E.L.P., Inc. our fire alarm contractor and lowest bidder for our security system made a presentation to the board and answered questions from the board and the residents. A motion was made to approve the purchase of four exterior cameras (\$4520.47) and one interior camera (\$597.25) at a cost of \$5117.72.

Smoking: The Smoking Survey results were reviewed with the board. The overwhelming majority at Norton Housing want a no smoking policy. The board has agreed to a designated smoking area with a June 2014 target date for beginning lease implementation for a no smoking policy to take effect June 1, 2015. Motion made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

2014 Chevrolet Dump Truck: The board approved the purchase of a 2014 Four Wheel Drive Chassis 13, 200 LB GVWR purchased at Liberty Chevrolet under Plymouth County Commissioners Contract for the amount of \$43,063.00. Motion made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Mansfield Bank: The signature cards were scheduled to be updated by the board on Thursday, January 30, 2014. Due to lack of proper documentation this has been postponed until our February meeting.

Veteran's Benefits: I have a response from DHCD indicating I must apply regulation 760 CMR 6.05 section (2), (d) & (e). After a consultation with the Town Veteran's Agent for clarification of veteran's benefits, I conclude that Norton Housing has applied the regulation properly. Veteran's benefits received by Residents of Norton Housing Authority are countable income, and are included in the determination of rent.

Siding/Window Project – I have requested a proprietary specification to continue to use Lockheed windows at the Woodland Meadows site. A motion was made to use Lockheed windows on the siding/window project by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0.

Tub Project – Application and Certification for Final Payment in the amount of \$3740.00 was presented. The work and punch lists are complete. A motion to accept the application and make payment was made by Mr. Ceckowski, seconded by Mr. Stefanelli; all in favor 4-0.

Generator Bids – The bid tabulation was presented for the new generator. A motion was made to accept the low bidder pending DHCD approval in the amount of \$61,800.00 by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

List of Documents:

- Minutes, Treasurers Reports, Quarterly Reports
- Executive Director's Report and accompanying documentation
- Camera & Truck Quotes
- Veteran's Benefit Correspondence
- Siding/Window Proprietary
- Tub Project Final Completion paperwork
- Bid Tabulation for Generator

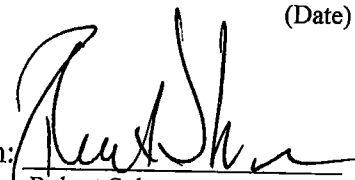
Meeting was adjourned at 7:38 PM until the next meeting on Tuesday, February 18, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 2-26-14
(Date)

Signatures:

Executive Director: 
Andrea Downey

Chairman: 
Robert Salvo