



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: February 26, 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: from January 28, 2014 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, January 31, 2014 were reviewed and approved, each in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0.

Smoking Public Health Presentation: Three presenters gave a very informative smoke-free community presentation. Chris Banthin, Program Director for PH Advocacy Institute, Marilyn Edge, Director for Tobacco & Alcohol Prevention Collaborative, and Judith Coykendall, Program Manager for Tobacco-Free Community Partnership. The letter to residents informing of the effort to go smoke free on June 1, 2015 was discussed, changes were made and approved for distribution to all residents of NHA. Motion made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0. The Lease addendum was reviewed and it was agreed that Attorney Banthin & the Executive Director would work on this and prepare a revised draft for the next meeting. The cessation program we would like to have on-site is more costly than originally anticipated. The board requested that I survey the residents to see how many will participate before we make any decisions for an on-site program.

Executive Directors Report:

Timesheets: were reviewed and signed by the Chairman;

Washer Dryer Account: Reviewed and approved. Motion made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0;

Board Business: Board training dates were reviewed and Mr. Stefanelli & Mr. Dinsel signed up for sessions. Work Orders: For the month of January were included in this month's packet. The board was astounded at the amount of work orders the maintenance men handled in a month in addition to snow removal and unit turnovers. Winter Parking Notice will require additional consideration. Check with the Chief of Police on towing. Speed Bumps for Jacobs Way: Mr. Salvo is concerned that speed bumps will trap water in the roadway. This will need further research. Sun Chronicle articles were available to the Board Members and reported NHA's smoke free policy and Health & Safety funding received. **Crosswalk Update:** Since the meeting I received a string of emails about this topic. I will follow-up and hopefully have something by the March meeting.

Capital Improvement Projects: Rescind 3/19/2013 & 12/17/2013 CFA's. The board voted to rescind the CFA approved and executed by the board on 3/19/2013. A motion was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0. The board voted to rescind the CFA approved and executed by the board on 12/17/2013. A motion was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Capital Improvement Projects continued:

Re-issued CFA: The board reviewed the re-issued CFA presented by DHCD. A motion was made to accept and execute the CFA dated 2/24/2014 by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Board Member Resignation: Slandy Ogine-Noel resigned from her position on the board as of the end of March 2014. A motion was made to accept the resignation by Mr. Stefanelli; seconded by Mr. Ceckowski; all in favor 4-0.

Mansfield Bank: Updated signatories are on hold. The board has requested that the Executive Director look into North Easton Savings Bank.

Siding Project Bid & Sub Bids: The board voted to approve the apparent low bidder, subject to approval by DHCD. A motion was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0. The sub bids were not voted upon.

Generator Update: NHA is in receipt of DHCD's Low Bid Approval letter.

Health & Safety Award – NHA is in receipt of DHCD's Award for Health & Safety money for porch work at Woodland Meadows.

Sustainability Initiative Award: NHA is in receipt of DHCD's Award letter for Phase 3 Windows at Woodland Meadows.

Chevrolet Dump Truck: NHA is in receipt of the Plymouth County Commissioners letter indicating Liberty Chevrolet in Wakefield, MA has the contract for 2014 for the pending vehicle purchase.

List of Documents:

January Minutes & Treasurer's Reports

Executive Directors Report and accompanying documents

Siding Project Bids

Generator Low Bid Approval Letter

Health & Safety Award Letter

Sustainability Initiative Award Letter

Dump Truck Information

Meeting was adjourned at 8:12PM until the next meeting on Tuesday, March 18, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on:

3/18/14
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvio

