



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: March 18, 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: 6:06 PM

Minutes: from February 26, 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, February 28, 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. Salvo; all in favor 4-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked were 35 hours per week for February. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0. On March 17th there was a fire in building K that destroyed K100 and displaced residents in all 10 units. The board voted to approve additional time as necessary for the executive director to get residents housed. A motion was made by Mr. Salvo, seconded by Mr. Ceckowski; all in favor 4-0.

Washer Dryer Bank: coin collection/deposit for February was reviewed.

Board Business: MassNAHRO Board training offerings were reviewed. Work Orders were reviewed.

Building K Fire – On March 17, 2014 at 9:35 PM a fire started in unit K100. Apparently, an aerosol can was set on a small table in the bathroom, directly in front of the hard wired wall heater. Consequently, the can exploded. The bathroom was completely destroyed and the entire building was off-line until Friday, March 21st. 8 units were allowed back into their apartments on March 21, 2014 at 10:00 AM. Unit K100 was moved into J84 on Monday, March 24th; K95 was allowed back into the unit on March 24th as well. Work will continue to re-habilitate unit K100.

Crosswalk Update: This is an ongoing project and will be re-visited with the appropriate parties.

Capital Improvement Projects: Many are underway at present.

Banking Comparisons: The board has reviewed the material and will make a decision at the next meeting.

Candle Policy The board reviewed the policy and requested a clerical correction.

Parking Notice: The board reviewed the policy and requested we re-visit this during the next monthly meeting.

Smoking Policy Addendum & Designated Space: The board reviewed two policy drafts presented and approved the draft eliminating use of e-cigarettes. In addition, they are eliminating the ability for residents to smoke 30' away from a building. This addendum will be added to rent re-determinations beginning in June. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0.

Siding Contracts: The siding bid tabulations are approved by DHCD and contracts in route to NHA, but not available in time for our monthly meeting. The board voted to have the Chairman review and sign the contracts once they arrive to expedite this project. A motion was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Generator Contracts: The board reviewed and approved the standard form contract presented by DHCD. A motion to approve this contract was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

Exterior Light Project: The board reviewed funding ideas presented and would like to either add this project to our CIP plan for 2014 or use administrative funds from CIP in progress as they become available.

Health & Safety Award – Porch Work – No new information available for the meeting.

Sustainability Initiative Award – Windows – No new information available for the meeting.

2004 Dump Truck – Municibid – The board suggested the sale of the truck be placed on Municibid. A motion to post the 2004 truck on the Municibid website was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

List of Documents:

- February minutes, Treasurer's Report, executive Director's Report and supporting documentation
- Banking Comparison
- Candle Policy, Parking Notice, Smoking Addendum
- Siding & Generator Contracts

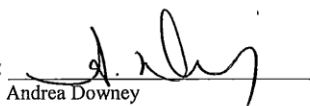
Meeting was adjourned at 7:26 PM until the next meeting on Tuesday, April 15, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

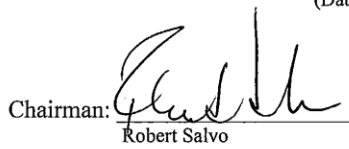
Minutes Approved by Committee on: 4/15/14
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo