



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: April 15, 2014 Time: 6:00 PM

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

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

Members Not Present: Stephen Ceckowski

The meeting was called to order at: 6:17 PM

Minutes: from March 18, 2014 were reviewed and approved with no adjustments. Motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 3-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, March 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 3-0. **Quarterly Reports** dated March 31, 2014, were reviewed and approved, each in its entirety with no adjustments. Motion made to accept reports as presented by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0. **Budget Revision** including snow removal cost initiative was reviewed and approved, in its entirety with no adjustments. Motion made to accept the revised budget by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked were 38.5 hours per week for March. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Washer Dryer Bank: Monthly coin collection for March was reviewed.

Work Orders for the month of March were reviewed.

Report on Tenant A/R for the month of March A/R balances reviewed.

Capital Improvement Projects: Updates on Siding, generator, porches, painting & windows were reviewed.

Social Groups Expenditures: Expenditures for the social calendar of events was reviewed and the amount of \$250.00 for games was approved along with the luncheon for \$10.00 per person. Motion was made to accept the expenses as outlined by the director by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Woodland Meadows Sign: We discussed the nature of the sign replacement. It will be identical to what is there, with the addition of "Norton Housing Authority" being added to the sign.

Fire K100 Update: I shared the expenses incurred by my additional hours and the re-location expenses for residents. Concern was raised by Mr. Dinsel about the bathroom heaters shutting off properly. The board requested this be a number one priority. I contacted Clifford Archer from Archer Electric and he visited the site on April 16th to look at the heaters. I have attached a memorandum regarding my findings.

Board Business: MassNAHRO Board training offerings for May were reviewed.

Municibid Tabulation: The bidding for the truck closed on April 14, 2014 with a high bid of \$16,350.00 for the 2004 Chevrolet Duramax Diesel Dump Truck. The winning bidder was Bobby Gerharts Truck World. The bid tabulation was reviewed and a motion was made to accept the highest bid for \$16,350.00 by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0. The Title & Bill of Sale were signed by Mr. Salvo.

Smoke Free Policy: PHN 2014-08 provided guidelines for going Smoke-Free. Attorney Banthin has revised our documents in accordance with the DHCD guidelines. A motion was made to revise the Smoke-Free Lease Addendum and add the Smoke-Free Policy in accordance with the guidelines and according to the recommendations of Attorney Banthin, by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0. I advised the board that the COA has graciously offered to pay the entire cost of the Smoke Cessation program being held in the community room on site during the month of June.

Office/Maintenance Staffing: OFFICE: Due to a deficiency in the office staff since December 2013, the board has decided to increase work hours up to 28, for the remaining staff member and include full benefits. There will be no change in hours or benefits for the member of the office staff that is currently absent. A motion was made to increase hours and include a benefit package for the existing staff member by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

MAINTENANCE: A staff member has un-used vacation in excess of the allowed amount. The board has agreed, at the advisement of our fee accountant, to pay-out 2 weeks-vacation as a one-time benefit to this employee. However, this employee must sign-off on written correspondence, indicating that this is a one-time arrangement and will not be available in the event of a future vacation overage. Going forward, all time must be used timely by all employees. A motion was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Candle Policy: The candle policy was presented to the board for review. Chief Schleicher endorsed the policy at the board's request for his opinion. A motion was made to accept the policy as presented and distribute this to the residents by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Parking Notice: A parking notice policy was reviewed by the board. Chief Clark indicated that NPD does not need to be consulted to remove a vehicle from NHA premises. A motion was made to approve the winter parking notice and distribute same prior to next winters snow season, by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Bank Comparison: The rates of three local banks were reviewed and our current bank, Mansfield Bank had the highest rates. North Easton Savings Bank was very close and will be considered when they meet our needs for ACH deposits and direct payroll deposits. A motion was made to update signature cards and add a debit card at Mansfield Bank by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 3-0.

Screen Doors: The bid tabulation was reviewed and approved as presented for the lowest bidder for \$11,711.00 Kel Kor, Inc. A motion was made by Mr. Salvo, seconded by Mr. Dinsel; all in favor 3-0.

List of Documents:

March 18, 2014 Minutes
Treasurer's Reports, Quarterly Reports, Budget Revision
Executive Directors Report along with corresponding documents
Municipal Bid Tabulation
No Smoking Free Lease Addendum & Non-Smoking Policy
Memorandums for Staffing Issues
Candle Policy
Parking Notice
Bank Comparisons
Screen Door Bid Tabulation

Motion for: As presented
Made by: Jim 2nd: Bob
In Favor: 3 - Present: 1
Discussion: _____

Meeting was adjourned at 8:10 PM until the next meeting on Tuesday, May 20, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: _____
(Date)

Signatures:

Executive Director: _____
Andrea Downey

Chairman: _____
Robert Salvo