



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: May 20, 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, Marlu Briggs & Andrea Downey

Members Not Present:

The meeting was called to order at: 6:01 PM

Minutes: from April 15, 2014 and May 2, 2014, were reviewed and approved with no adjustments. Motion to accept both minutes was made by Mr. Dinsel seconded by Mr. Salvo; all in favor 3-0, 2 present.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, April 30, 2014 was reviewed and approved, 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 5-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked was 34.5 hours per week for April. A motion was made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 5-0.

Washer Dryer Bank: coin collection April receipt was reviewed.

Bristol County Mosquito Control Project – Spraying was scheduled for June 3rd for both developments, Woodland Meadows was sprayed on June 3rd; Jacobs Way was sprayed on June 10th.

Board Business: MassNAHRO Board training offerings were reviewed.

Smoking Target Date Change: We now have a tentative date of July 1, 2015 as NHA Smoke Free date.

Community Events – Petty Cash: I made a "good" mistake. Last month you voted to have Community Events petty cash in the amount of \$200.00. After the debit card discussion, we rescinded that vote, opting to use the debit card for community event purchases. However, I was late in writing my minutes and my mind held on to the initial discussion to use \$200.00 from the washer dryer account to make purchases relative to the community events, which is what I did. Here's the good news: I discussed the debit card with our fee accountant, Gary DePace and he suggested we create a policy to indicate specifically what the debit card will be used for as this is an important topic of the single audit guidelines DHCD is nearly ready to launch. Thus, making sporadic purchases a perilous choice.

CPA Funding: The Board is comfortable with exploring the possibility of CPA funding.

Debit Card/Signatory Update at RFCU – Mansfield Bank was unable to fulfill our need for a debit card. We were able to apply for a debit card at RFCU. A motion was made to update the signatories for the washer dryer account and to apply for a debit card at RFCU by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0. The board signed the application for the debit card. A motion was not made for use of the debit card to pay for community events expenses.

Bathroom Heaters at Woodland Meadows – During the April board meeting there was discussion on the safety of the bathroom heaters. I responded immediately and forwarded our findings in a memorandum to the board by email. After consideration the board is comfortable with the performance of the bathroom heaters and our response to testing each heater for efficiency.

Board of Health Correspondence – We had a healthy discussion about the possibilities of tying into the Town Sewerage system. Details of NHA's response to the BOH letter were discussed and a copy of the letter was emailed to the board and approved; mailed to the BOH. A hard copy will be included in June's packet.

Maintenance Staff – The board reviewed and approved my request for an additional maintenance staff member to be added to the NHA staff. It was sent out to DHCD and is pending review. A motion was made to approve the request to DHCD for an additional maintenance man by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 5-0.

Office Staff – During the April meeting we discussed the addition of a temporary part-time staff member for the office. However, we never voted on this discussion. Therefore, a motion was made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 5-0.

All Projects Updates – We discussed the multitude of projects on-going at NHA: Siding, ADA improvements, hot water heaters, porches, Storm Doors, Window Phase 3, and Generator.

DHCD Board Member Training Manual – I'm hoping the board is as excited about the new manual presented to us all from DHCD. They were given to each board member at the meeting.

List of Documents:

Meeting Minutes

Treasurer's Report

Executive Director's Report and accompanying documentation

RFCU Paperwork

BOH letter, Staff documentation, project information DHCD Training Manual.

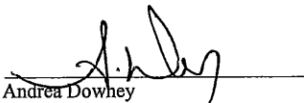
Meeting was adjourned at 7:14PM until the next meeting on Tuesday, June 17, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 6/17/14
(Date)

Signatures:

Executive Director:


Andrea Dowhey

Chairman:


Robert Salvo