



TOWN OF NORTON

Norton Housing Authority
(Committee)

MINUTES

Date: June 17, 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: Marlu Briggs – Arrived at 6:47

The meeting was called to order at: 6:05 PM

Minutes: from May 20, 2014 and May 27, 2014, were reviewed and approved with no adjustments. Motion to accept both sets of minutes was made by Mr. Ceckowski seconded by Mr. Dinsel; all in favor 4-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, May 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. Stefanelli; all in favor 4-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked was 36 hours per week for May. A motion was made to approve the timesheets by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 4-0.

Washer Dryer Bank: coin collection May receipt was reviewed.

Community Room Event Update & Accounting – Petty Cash allowance for community events has a balance of \$151.00. A motion was made to accept the Petty Cash Report by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 4-0. The events are going great. Everyone is looking forward to a cookout in August.

Work Orders: Nine pages for May work orders were attached and reviewed by the Board.

Fee Accountants Comments: Mr. DePace praised the work done by Kathleen Grudain in the accounting department.

Board Business: MassNAHRO Board training offerings were reviewed.

Storm Doors at Jacobs Way will require a repair to the rear doors and possibly a few front doors that were not anticipated during the "scope of work" site visits. The rear doors are attached to the siding trim board with no supportive planking underneath. This will be resolved and an estimate will be presented. The estimate prepared by the contractor for this work was prior to demolition and his observation of the extent of the rear door issue. The front storm door installation is workable, but the rear doors are not in their current condition. A motion was made to accept the extra cost to the contract in the amount of \$1785.00 by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 4-0.

BOH Letter: My reply to the BOH letter was emailed prior to sending it to the BOH, and included in the board packet.

Office Staff Update: The board approved my request to put the temporary addition to our staff on the payroll to enable us the flexibility to send her to conferences that will enhance our performance as a group. A motion was made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0.

Candle Policy: During the April meeting the candle policy presented to the Board was approved. Recently, during a "Let's Chat" event, the residents discussed with me the elimination of plug-ins seemed to be a hardship as many like to have a way to freshen their units. I checked with our insurance agent and learned there are no exclusions for plug-ins; I checked with the NFD and learned as long as the plug-ins are UL approved they are acceptable with the NFD as well. A motion was made to accept the Addendum to the Candle Policy allowing UL tested plug-in room fresheners by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Siding Repair Project: As part of the siding project, the end wall stairwell window trim was to be replaced with pvc trim board. During demolition, one of the first windows frame was rotted. As a result, the frame needed to be completely rebuilt and the interior trim had to be replaced. The cost for this work is in addition to the original contract. Our DHCD Construction Advisor, Thomas Mulvey, and the architect, John Ciccariello, both reviewed the work involved, the estimate for the repair and deem it to be fair. The cost for this additional work is \$1440.00 per window. A motion was made to repair the window frames as required pursuant to the estimate as presented by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 4-0.

Porch Repair Contract – The contract for the porch repair was approved by DHCD for Aden Construction, Inc. in the amount of \$34,200.00, including Alternate #1. A motion was made to accept the contract including Alternate #1 by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Debit Card Policy: At the directive of our Fee Accountant, Gary DePace, a policy was made for use of the debit card. Using Gary's template policy all expenditures must adhere to the contents of the policy indicating specifically what is allowed to be paid with the Debit Card and that prior board vote is required for purchases over \$100.00. The Policy was reviewed by the board and a motion was made to accept the policy as presented by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor: 4-0. A request to pay for the NHA website was requested, in the amount of \$29.95 quarterly, or \$120.00 annually. A motion was made to approve the website expenditure by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 4-0.

No Smoking Lease Addendum: In accordance with DHCD's request, we removed the elimination of "e-Cigarettes" from the lease addendum and policy. A motion was made to approve the revised lease addendum & Policy as presented by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0

Additional Maintenance Man: Our request to our Asset Manager, Kim Gomez, for an additional maintenance man was denied. Kim suggested that we use outside contractors to assist maintenance with seasonal work. DHCD did approve the hiring of a temporary maintenance man for three (3) months. We will begin looking for a maintenance man for a three month period.

List of Documents:

Minutes, Financial Reports, Executive Directors Report and accompanying documentation;
Candle Policy Addendum;
Siding Project Quote;
Porch Project Contracts;
Debit Card Policy;
No Smoking Addendum, & Policy; and
Maintenance man correspondence.

Meeting was adjourned at 7:05PM until the next meeting on Tuesday, July 15, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 7/15/14

(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo