



TOWN OF NORTON

Norton Housing Authority
(Committee)

MINUTES

Date: July 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, Marlu Briggs & Andrea Downey

Members Not Present: Stephen Ceckowski

The meeting was called to order at: 6:02 PM

Minutes: from June 17, 2014, were reviewed and approved with no adjustments. A motion to accept the minutes as presented was made by Mr. Stefanelli seconded by Ms. Briggs; all in favor 4-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's report from, June 30, 2014 was reviewed and approved in its entirety with no adjustments. Motion made to accept Treasurer's report as presented by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0. **Quarterly reports for 6/30/14** were reviewed and a motion was made to accept the Quarterly reports as presented by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0.

Executive Directors Report:

Timesheets: Were reviewed and approved as presented, my average weekly hours worked was 35 hours per week for June. A motion was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

Washer Dryer Bank: Coin collection for June receipt was reviewed.

Work Orders: For the month of June were reviewed by the Board.

Regionalization: House Bill 4211 was reviewed.

Social Security: Changes at SS will eliminate availability of the SS Award Letters for our residents. Effective 10/1/2014 all Award Letters will only be available by calling SS directly or accessing your account on-line. I proposed we purchase an inexpensive laptop computer & wireless printer to allow resident's access to SS Award Letters. A motion to approve the purchase of a laptop computer and wireless printer up to \$500.00 was made by Mr. Stefanelli, seconded by Mr. Dinsel: all in favor 4-0.

Single Audit Guidelines: Our Fee Accountant provided the guidelines for the Single Audit to be implemented by DHCD within one year.

MassNAHRO Workshops: Offerings for September, October & November were reviewed.

Community Cookout: Friday, September 5th at 11:30, along with a ribbon cutting for the generator was discussed.

Board Business: NHA was approved to use an emergency set-aside from Formula Funding to repair tub walls for one unit. A motion was made to accept this correspondence and use the emergency set aside to make repairs to the damaged tub walls by Mr. Stefanelli, seconded by Mr. Dinsel: all in favor 4-0.

Exterior Light Pole Painting: This project has been put out to bid; bids are due by July 31st.

Generator Requisition: This project has gone along smoothly. All contractors involved have been very cooperative and attentive to our needs. Requisition #2 was submitted for payment in the amount of \$28,277.00. A motion was made to approve requisition # in the amount of \$28,277.00 by Mr. Dinsel, seconded by Mr. Stefanelli: all in favor 4-0.

Siding Change Order & Progress: Change orders have been necessary for additional work required to address excessive rotting around the stairwell windows, over and above what was contracted for in the specification sheets. To date extras for the repairs to the smaller stairwell windows: 7 @ \$1440.00 = \$10,080.00; The larger stairwell windows; 4 @ \$3880.00 = \$15,520.00; one header for a stairwell window destroyed by ants; \$770.00. These three change orders total \$26,570.00. A motion was made to approve the change order for PCO 1, 2 & 3 in the amount of \$26,570.00 by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0.

Storm Door Change Order & Progress: A change order was required on the installation of the rear storm doors. The existing storm doors must have been installed after the trim was installed as the doors were screwed into the vinyl trim with no support behind it, thus leaving the screws attached only to the trim piece. In order to properly install the new storm doors, we need to install a piece of PVC trim board, along with the "J" channel and re-use the existing vinyl door trim. A motion was made to accept the change in order for this work in the amount of \$4361.74 by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 4-0.

List of Documents:

June Minutes

June Treasurer's Report & Quarterly Reports ending 6/30/14

ED Report and contents

Generator Requisition

Siding Change Orders

Storm Door Change Orders.

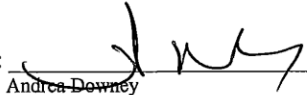
Meeting was adjourned at 7:04 PM until the next meeting on Tuesday, August 19th at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

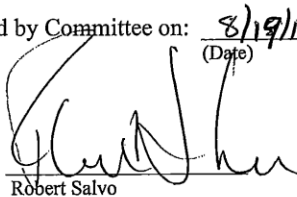
Minutes Approved by Committee on: 8/19/14
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo