



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: August 19, 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: 6:07 PM

Minutes: from July 15, 2014 and July 28, 2014, were reviewed and approved with no adjustments. Motion was made by Mr. Ceckowski to accept minutes for July 15th & July 28th seconded by Ms. Briggs: all in favor 5-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, July 31, 2014 was reviewed and approved, in its entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 5-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked was 35.5 hours per week for July. A motion to accept my timesheet was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 5-0.

Washer Dryer Bank: July coin collection receipt was reviewed.

Cookout Budget: We are hoping to make this cookout really nice time for the residents and bring awareness to the community about NHA as a resource. I have invited quite a few people already. Tent, tables, entertainment, hamburgers & hot dogs and fixings for 150 people is looking like \$1500.00. The board is comfortable with these expenditures and have agreed to additional expenditures as necessary. A motion was made to accept these expenses and to pay for them with the laundry funds by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 5-0.

Resident Survey: In conjunction with DHCD's Regionalization plans, I would like to do a resident survey to see what to expect from a survey done by DHCD. The board was in full agreement with this survey.

Fuel Transfer Tank: Picture enclosed is available, a Better Built Rectangle Transfer Tank, Black Steel, 100 gallons. Additional research is required for the tank and a pump. A member of the board has offered to assist me with the research on the best product for NHA's needs with a motion made by, Mr. Stefanelli, seconded by Mr. Dinsel; all in favor, 5-0.

Legislation – Case Closed! Regionalization is off the table, but many items are planned to make PH more transparent and accountable. A member of the board requested a letter be sent by the Executive Director to all Senators, Representatives and those involved in the process for this legislation, with a motion made by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor, 5-0.

Siding: Requisition #2 was submit to NHA by Homer Construction. In accordance with DHCD approval, a motion was made to accept and pay the requisition #2 in the amount of \$58,235.00 by0 Mr. Salvo, seconded by Mr. Ceckowski; all in favor, 5-0.

Generator: Millenium Construction submit Requisition #3 in the amount of \$24,327.00. A motion was made to accept and pay the requisition once we have DHCD approval and mutual agreement of bollard placement in front of the generator fence by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor. The board suggested a conversation take place with Nangle Engineering, Millenium Construction & Andrea to discuss placement of bollards.

Storm Door Project: KelKor Inc. submit requisition #1 in the amount of \$16072.74 (Original Contract: \$11711.00 & Change Order rear door trim \$4361.74) pending DHCD approval and the standard 5% retainage amount included in this requisition, a motion made by Mr. Salvo, seconded by Mr. Ceckowski; all in favor, 5-0.

Lead Paint Certification: Annually NHA must certify that we have on file for each Resident a disclosure for statutory Lead Paint Laws. We are diligent about informing new residents at lease up and we keep track of signed forms to insure we have one for each occupied unit. A motion made to accept the Certification of Compliance with Notification Procedures for Federal & State Lead Paint Laws as presented by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 5-0.

Windows Phase 3: Proprietary vote is necessary to continue with the same window manufacturer as previously installed in Phases 1 & 2 at Woodland Meadows. A motion to accept the Lockheed window as installed in previous phases of the window renewal project was made by Mr. Ceckowski, seconded by Ms. Briggs, seconded by Mr. ; all in favor, 5-0.

Budget 2015: Our year end is September 30, 2014. Our new budget will be on the table at our November meeting. Please review the list of items we would like to accomplish in 2015. Any additional item suggestions are welcome. A few suggestions were the drainage in front of building M, a pick-up truck for maintenance, driveway, street light pole painting.

Board Tablet Policy: New Lenovo Tablets were distributed to the Board of Commissioners. A policy has been provided to set boundaries for use and expectations upon vacating the board. A motion was made to accept the Tablet Policy as presented was made by Mr. Dinsel, seconded by Mr. Ceckowski ; all in favor, 5-0.

Rent Collection Policy: Rent collection is a high priority at NHA. In an effort to treat each resident the same manner, a policy has become necessary. A motion to accept the policy as presented was made by Mr. Dinsel, seconded by Ms. Briggs; 4-0 all in favor, 1 present.

List of Documents:

Minutes, Treasurer's Report and Executive Directors Report with all attachments;

Payment Requisitions for Siding, Generator & Storm Doors;

Lead Paint Certification

Window Proprietary Request

Budget 2015

Policies, board tablets & Rent Collection

Meeting was adjourned at 7:30PM until the next Regular meeting on Tuesday, September 16, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

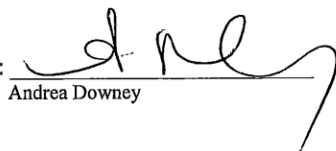
Respectfully submitted,

Minutes Approved by Committee on: _____

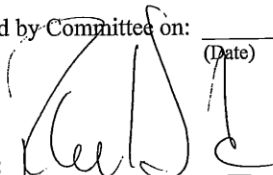
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo