



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: September 16, 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: 6:16 PM

Minutes: from September 5, 2014, were reviewed and approved with no adjustments. Motion to accept both minutes was made by Mr. Dinsel seconded by Ms. Briggs; all in favor 4-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, August 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 Mr. Dinsel; all in favor 4-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked were 36 hours per week for August.

Washer Dryer Bank: coin collection August receipt was reviewed.

Work Orders: for August were reviewed and approved.

End of Year Write-Offs: totaling \$2239.00 were reviewed and approved, a motion made to approve as presented by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0.

Summer Cookout Expenses: the end of summer cookout expenses totaled \$1,118.09. Pizza Pot Luck Dinner expenses were approved for \$132.15 and additional costs incurred for pizza ordered during event. Motion made to pay for the pizza pot luck party by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0.

MassNAHRO: Upcoming offerings were reviewed.

Board Business: An unsafe condition exists on site between buildings E & F that was addressed in a request for proposal for cement sidewalk replacement. The bids came in above the amount the ED can procure and was approved. The board moved to approve the bid as presented and make repairs necessary in the amount of \$8700.00 by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0

CIP Re-Imbursement: pursuant to PHN 2011-14, the Executive Director requested re-imbursement for 33.25 hours for capital improvement work. A motion was made to accept the director's report for 33.25 hours spent on CIP by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4.0.

Siding Req's 2 & 3, Certificate of Substantial Completion, Final Completion: Both requisitions and Substantial & Final Completion Certificates were approved and a motion was made to accept all documents by Mr. Salvo, seconded by Ms. Briggs; all in favor 4-0.

Storm Door Certificate of Final Completion: the certificate was reviewed and accepted as presented. A motion was made by Mr. Dinsel to accept this final completion certificate, seconded by Ms. Briggs; all in favor 3-0.

Porch Work Requisition 1, Substantial & Final Completion: documents were reviewed and accepted as presented. A motion was made by Mr. Dinsel, seconded by Ms. Briggs; all in favor 3-0.

Mailboxes: An offering for a new style mailbox was presented by the Taunton Post Master. The board reviewed it and advised the style offered would not fit into the existing opening/application.

CIP Plan FY 2015: The new plan for FY 2015 was reviewed and approved by the Board. A motion was made by Mr. Dinsel to approve the CIP plan as presented, seconded by Ms. Briggs; all in favor 3-0.

Close Waitlist 705: a request to close the 705 waitlist for 2 bedrooms was reviewed and approved by the Board. A motion was made by Mr. Dinsel, seconded by Ms. Briggs; all in favor 3-0.

List of Documents:

Minutes 8/19/2014 & 9/5/2014

Treasurer's Report

Executive Director's Report: ED Hours, RFCU W/D Deposit, Work Orders, End of FY Write-offs, Total Cost for September 5, 2014 Cookout, Mass NAHRO Offerings, Board Business, CIP Re-imbursement for ED Hours

Siding Req's 2 & 3, Certificate of Substantial & Final Completion

Storm Doors Certificate of Final Completion

Porch Work Req 1, Substantial & Final Completion

Mailboxes

CIP Plan FY 2015

Close Waitlist 705

Meeting was adjourned at 8:05 PM until the next meeting on Tuesday, October 21, 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