



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: October 21, 2014 Time: 6:00 PM

Location: Woodland Meadows – Community Room
120 West Main Street, Norton, MA 02766

Members & Staff Present: Robert Salvo, Steve Ceckowski, James Dinsel, Marlu Briggs & Andrea Downey

Members Not Present: Ralph Stefanelli

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

Minutes: from August 19, 2014, were reviewed and approved with no adjustments. Motion made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 3-0. Minutes from September 16, 2014, were reviewed and approved with no adjustments. Motion to accept was made by Mr. Dinsel, seconded by Mr. Salvo; all in favor 2-0, 1 present.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's report for September was not available. 9/30/2014 is the year end and our Fee Accountant will have September & October Treasurer's Report when he attends the November meeting.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked were 25.3 hours per week for September. Please note I used 4 saved holidays during September. A motion was made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 3-0.

Washer Dryer Bank: coin collection deposit for September was reviewed.

Work Orders: for the month of September were included in the monthly packet.

MassNAHRO Workshops: MassNAHRO Board training offerings were reviewed.

Safety Workshop: October 20, 2014 at 10:00 – 11:15 AM we hosted our 3rd annual Safety Workshop.

This event was a success with information brought to our residents from Bristol County Sheriffs Department, the 911 Director, Fire Department, Emergency Management Assistant Director, Ora Andrews Insurance. We provided Subway sandwiches for lunch. A motion was made to approve the purchase of the Subway lunch on the RFCU debit card in the amount of \$121.98, by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 3-0.

American Red Cross Emergency Lights: I requested approval to purchase on emergency light for each unit to be available to residents during a power outage. A motion was made by Mr. Dinsel, seconded by Mr. Salvo; not passed 2-2.

Sustainability Funding: Betsy Harper, our Sustainability Program Coordinator has advised just last week, that we will be awarded an additional \$100,000.00 for windows. This is terrific news! Our award for FY 2014 for \$100,000.00 will be out to bid during November. This new award will be assigned a FISH number shortly, along with an official award letter and we shall begin work to get this out to bid as well.

Generator Article: The article in the Sun Chronicle was included in the packet.

Community Room Flooring: The results of the moisture test indicated that the problem with the floor was from topical water, or maintenance method of washing the floor. After reflection on this issue, I recall our installer suggesting we use a Swiffer type mop for cleaning. After discussion with maintenance, the

size and design of this type of mop would make floor cleaning tedious. We decided to use our string mop, wrung out tightly to apply only a damp amount of water on the floor. The test results indicate that we should be using a spray bottle and mop, spraying only the dirty areas and wiping with a mop. This method of cleaning is just not satisfactory to our purpose, particularly during winter months with heavy sand and salt on the floor. The Chairman requested that a letter be sent to the Attorney General to report this issue and the deficient resolution.

Generator Contracts: The board reviewed and approved the Change Order in the amount of \$4431.00. A motion to approve this Change Order was made by Mr. Ceckowski, seconded by Ms. Briggs; in favor 3-1. Application for Certificate of Payment & Certificate of Partial Release was presented and a motion was made to accept both as presented in the amount of \$3000.00 by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0

Exterior Painting of Decks: The General Bid Tabulation for this project was presented. A motion was made to accept the low bidder with positive references checked by our Architect, John Ciccariello, in the amount of \$24,900.00, by Mr. Ceckowski, seconded by Mr. Dinsel: all in favor 4-0.

CFA-DHCD 2015: The CFA agreement presented to NHA by DHCD was presented with funding for : FY16 & FY17 Formula Funding \$279,178.00; Health & Safety Funding FY 2014 \$50,500.00; Sustainability Initiative Award FY 2014 \$100,000.00, resulting in a CFA Award of \$429,678.00 was approved with a motion by Mr. Ceckowski, seconded by Ms. Briggs, all in favor 4-0.

List of Documents:

- August & September minutes, Executive Director's Report and supporting documentation
- Generator Change Order, Substantial & Final Completion Documents
- Painting Bid Tabulations
- CFA documentation

Meeting was adjourned at 7:26 PM until the next meeting on Tuesday, April 15, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

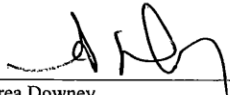
Respectfully submitted,

Minutes Approved by Committee on:

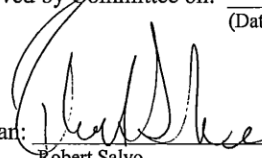
11/15/14
(Date)

Signatures:

Executive Director:


Andrea Downey

Chairman:


Robert Salvo