



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: November 18, 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: 6:00 PM

Minutes: from October 21, 2014, were reviewed and approved with no adjustments. Motion to accept minutes was made by Mr. Dinsel seconded by Ms. Briggs; all in favor 5-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from September 30, 2014 & October 31, 2014 were reviewed and approved, in their entirety with no adjustments. Motion made to accept Treasurer's reports for September and October as presented by Mr. Dinsel, seconded by Ms. Briggs; all in favor 5-0. Quarterly/Fiscal Year End Reports dated 9/30/2014 were reviewed and approved as presented. Motion made to accept FY 2014 Quarterly Year End Reports was made by Mr. Stefanelli, seconded by Mr. Dinsel; all in favor 5-0. Modernization Reports for year ending 9/30/2014 were reviewed and accepted as presented. Motion made to accept Modernization Reports FY 2014 by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked was 33.25 hours per week for October. A motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0.

Washer Dryer Bank: coin collection October receipt was reviewed.

MassNahro Offerings: Personnel Practices on January 17th and Professional Relationships February 17th.

Work Orders: For the month of October were included.

Petty Cash: A balance of \$75.00 as of 10/31/2014

Holiday Schedule: Thanksgiving & Christmas Holiday Office Hours will be posted on the office door. Maintenance staff may be on site on Friday after each holiday. Staff will be using leave time to cover these hours.

Directors Vacation Schedule: I will be out of the office as follows:

2014 - November 13 – 17th

2015- February 4-10th

2015 – June 22- 26th

December Board Meeting: In accordance with the past couple of years, I have arranged with Roche Bros. to receive complimentary light food & dessert platters. The December agenda will be brief to accommodate a social with board members and residents.

CDBG-DR: We had a site visit with our Program Coordinators for disaster relief from Hurricane Irene for the erosion caused during that event. It was a successful meeting and we are moving to the next stage of this funding. The funding for this project could include drainage, tie-in to the Middle School Waste Water Treatment Plant and associated roadway paving.

705-1 Waitlist Closing: We were approved by DHCD to close the 705-1 Waitlist effective 11/10/14 – 11/09/2015.

FY15 Additional Window Funding: We have received a letter from DHCD with official notification that an additionally \$100,000.00 will be awarded to NHA for window replacement.

Cyber Security: We are working on cyber security for NHA. During a recent consultation with our IT technician, I was advised that one of our older computers salvaged to be our networking computer is a security risk as it is an older XP model. Our plan was to replace that CPU soon. However, during last week's transformer fire at the COA, our electricity went out. During that surge, the networking CPU was never able to turn back on. I would like approval to use the debit card to purchase a new networking CPU for the office.

Nepotism Agreement: This agreement was designed for employees and Board Members with family members or other close relatives that have applied or live at NHA to provide direction as to their limitations with family. The agreement was accepted as presented and motion made to approve by Mr. Ceckowski, seconded by Ms. Briggs: all in favor 5-0.

Exterior Porch Painting: No business discussed.

Windows – Sustainability Funding: No business discussed.

List of Documents:

Minutes & Treasurer's Report – September, October, Quarterlies & FY 2015 BUDGET

Executive Director's Report & all accompanying documentation

Nepotism Agreement

Meeting was adjourned at 6:52PM until the next meeting on Tuesday, December 16, 2014 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 12/16/14
(Date)

Signatures:

Executive Director: _____

Andrea Downey

Chairman: _____

Robert Salvo

Co-Chair _____

Ralph Sykes