



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: December 16, 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: None

The meeting was called to order at: 6:00 PM

Minutes: from November 18, 2014, were reviewed and approved with no adjustments. Motion to accept minute was made by Mr. Dinsel seconded by Mr. Ceckowski; all in favor 4-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from November 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 5-0. The budget for Fiscal year 2015 was reviewed and approved with no adjustments. Motion to accept was made by Salvo, seconded by Mr. Ceckowski; all in favor 5-0.

Executive Directors Report:

Timesheets: reviewed and approved as presented, my average weekly hours worked was 22 hours per week for November. A motion was made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

Washer Dryer Bank: coin collection receipt for November was reviewed. A motion was made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

MassNahro Offerings: Offerings for January, February & March were reviewed.

Work Orders: for the month of November were reviewed and approved. A motion was made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

Tenant Surveys: The survey results were very positive for NHA in all areas. Lori prepared a very comprehensive compilation of the results with easy to read graphs for each phase of the survey.

Emergency Flashlight: A request for flashlights was re-presented by the board at the request of the Chairman. A request to purchase Red Cross Emergency Flashlights was approved by the board with the request that a policy be made for installation and funding be sought to assist in the cost for the emergency flashlight. Motion was made by Mr. Dinsel, seconded by Mr. Salvo; all in favor 3-2.

Language Line: A need arose requiring me to speak directly with a resident that presents a language barrier. It is the housing authority's responsibility to provide service for communication to residents where English is not a first language. An account was set-up with the Language Line to assist in this type of communication. The charge is \$3.95 per minute. I secured the account with the RFCU debit card. Charges have not been made on the account, but I may require their service at a later date. A motion to accept this account set-up was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0.

Computer Initiative: An additional expense for the DHCD Computer Initiative for a Network Attached Storage, 3 battery operated back-ups for CPU's and one battery back-up for the NAS for a total of \$560.00. A motion was made to use the RFCU Debit Card to purchase the computer initiative items by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0.

Crosswalk: This crosswalk LED lights has come to another road block. Senator Timilty's office is not able to secure funding or a department that is able to install the LED crosswalk sign we are interested in. The board has requested a letter be drafted by the Executive Director to inquire with National Grid to request street lights be updated with LED fixtures.

Conflict of Interest – Town of Norton – The board was made aware that they need to sign the form in Danielle Sicard's office.

Sewer Connection Correspondence – A draft of the letter the Norton Superintendent prepared on behalf of NHA to tie into the Waste Water Treatment Plant at the Norton Middle School. We are awaiting the result of that meeting.

Generator Certificate of Payment & Financial Completion: Application for Certificate of Payment and Certificate of Final Completion was presented to the board. This work is complete and the Electrical Inspector for the Town of Norton has signed off on the electrical permit. A motion was made by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0.

Legal Services: This item was withdrawn from the agenda.

CFA HSFY15 & Sustainability: Contract for Financial Assistance for the HSFY 15 funding & the new Sustainability funding for Windows was presented to the board. A motion was made to accept the CFA for 2015 as presented by Mr. Ceckowski, seconded by Mr. Salvo; all in favor, 5-0

Exterior Painting Project: Notice to Proceed for March 16, 2015 was presented to the board.

Windows 3 Bid Tabulation: The bid tabulation was presented with the low bidder being Dandis Corporation, Inc. in the amount of \$59,980.00, Alternate 1 in the amount of \$5332.00 and Alternate 2 in the amount of \$5332.00, for a total of \$70,644.00. A motion was made to accept the base bid and Alternates 1 & 2 by Mr. Dinsel, seconded by Mr. Ceckowski; all in favor 5-0.

Mailboxes: Mr. Dinsel & Mr. Stefanelli discussed the desire of the NHA community to keep the mailboxes in the current locations, on each building. An informal vote was taken resulting in all five members of the board in support of the mailboxes remaining where they are at present. We will await further action from the US Postal Service.

List of Documents:

November of Minutes

November Treasurer's Report – Budget FY 2015

Executive Director's Report

Timesheets, W/D Account, MassNAHRO Offerings, Work Orders, Tenant Surveys, Emergency Flashlight, Language Line, Crosswalk, Conflict of Interest – Town of Norton, Sewer Connection Correspondence

Generator Certificate of Payment & Financial Completion

CFA HSFY15 & Sustainability

Exterior Painting Project Notice to Proceed

Windows 3 Bid Tabulation

Mailboxes

Meeting was adjourned at 7:41 PM until the next meeting on Tuesday, January 20, 2015 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 1/20/15
(Date)

Signatures:

Executive Director: _____

Andrea Downey

Chairman: _____

Robert Salvo