



TOWN OF NORTON

Norton Housing Authority

(Committee)

MINUTES

Date: January 20, 2015 Time: 6:00 PM

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

Members & Staff Present: Robert Salvo, Ralph Stefanelli, Marlu Briggs & Andrea Downey

Members Not Present: Steve Ceckowski, James Dinsel

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

Minutes: from December 16, 2014, were reviewed and approved with one adjustment, adding the date to the top line. Motion to accept minutes was made by Mr. Stefanelli seconded by Ms. Briggs; all in favor 3-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's report for, December 31, 2014 was reviewed and approved, in its entirety with no adjustments. Motion made to accept Treasurer's report as presented by Ms. Briggs, seconded by Mr. Salvo; all in favor 3-0. Quarterly Report for the first quarter was reviewed and approved in its entirety. Motion made to accept the First Quarter report was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 3-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked in December was 32.0 hours per week. The board was advised that for the past several months, my timesheets have only reported the actual hours I have worked and did not include the hours I used for vacation, holiday's personal or sick time. A motion was made to accept my corrected December timesheet by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Washer Dryer Bank: coin collection receipt for January 2015 was reviewed and approved. A motion was made by Mr. Stefanelli, seconded by Mr. Briggs; all in favor 3-0

MassNahro Offerings: Offerings for March, April & May were presented. Ms. Briggs made a correction to the training completion grid: Ms. Briggs & Mr. Dinsel completed "Legal" in November 2014

Work Orders: Were reviewed and Mr. Salvo commented on all the work the maintenance staff has completed.

New Year's Eve Party: The NHA Community hosted a New Year's Eve get-together, incurring an expense for food in the amount of \$214.79. A motion to accept this expense and pay out of the Laundry account was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

March Board Meeting: Due to my participation in the MCPPO training at the Inspector General's Office in Boston from March 17-19th, it has been approved to postpone the March meeting until March 23, 2015 at 6:00 PM.

Solar Energy: We had a presentation from Barrett LaChance, of Sun Edison. Mr. LaChance explained how the solar program works and answered questions from the board and the director. Mr. LaChance elaborated on upcoming sites, one in Dighton is expected to be on line in July of 2015 and one in Norton would be coming on line in March 2016. In short, the State of Massachusetts Green Community Act requires electric utility companies to fund significant financial incentives to encourage the development of these sites. The incentives are called net metering credits, and are used to encourage renewable solar projects throughout the state.

Exterior Painting Porches: Will begin on or after March 16, 2015, depending on weather.

Sustainability Windows 3: Contracts have been signed. Our kick-off meeting is scheduled for 1/22/2015. The lead time for the window order is 5-6 weeks.

Sustainability Windows 4: We are planning to replace windows in the community building and complete entire buildings as we move forward. The board expressed interest in changing the window style in the community room from casement to double hung and eliminating the lower stationary sash. A proprietary vote to continue with the Lockheed window for this window project was approved in its entirety. A motion was made by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

Dryer Purchase: I propose replacing 3 dryers in the laundry room that date back to 2001. The board is in favor of this purchase. A motion was made to replace 3 dryers by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 3-0.

List of Documents:

Minutes, treasurer's reports, quarterly statements;

Sun Edison solar energy information & agreement;

Exterior Painting, Sustainability 3 & \$ paperwork

Dryer Purchase Paperwork

Meeting was adjourned at 6:56 PM until the next meeting on Tuesday, February 17, 2015 at 6:00 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: 3/23/15
(Date)

Signatures:

Executive Director:

Andrea Downey

Chairman:

Robert Salvo

at Chair