



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: March 23, 2015 Time: 6:00 PM

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

Members & Staff Present: Steve Ceckowski, Ralph Stefanelli, James Dinsel, Marlu Briggs & Andrea Downey

Members Not Present: Robert Salvo

The meeting was called to order at: 6:05 PM

Minutes: from January 20, 2015, were reviewed and approved. Motion to accept minutes made by Ms. Briggs seconded by Mr. Ceckowski; all in favor 2-0, 2 present. To be re-voted at the April 21, 2015 meeting.

Meeting motions / Actions & Summary of Discussions:

Treasurer's Report: Treasurer's reports from, January 31, 2015 & February 28, 2015 were reviewed and approved, in their entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked in January 32.9 hours per week and for February 32 hours per week. A motion was made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

Washer Dryer Bank: coin collection for January & February were reviewed. The board requested that an annual budget be set for expenses during a calendar year be included with next month's meeting for approval by the board.

MassNahro Offerings: April & May offerings were included in the packets.

Work Orders: for the month of January & February 2015 were reviewed.

Snow Removal: A successful winter of snow removal was discussed.

Executive Director Evaluation: Performance evaluations will be mailed to each board member; please bring the completed evaluations to the April board meeting. My contract was also included in the packet for review along with budget documentation to qualify my salary.

Board Business: Items to be added to next agenda.

Solar Energy: I just learned the Massachusetts net metering cap has been met for the public side. I'm not clear on what that means for NHA and the private side of net metering credits. The board took no action on the service proposals included in the packets. Additionally, the board indicated no action was to be taken including signing any Letter of Intent until further discussed at the April board meeting.

Dryer Purchase: Quotes were gathered for 3 electric dryers; Mac-Gray was the low bidder for Speed Queen machines with a total price of \$2082.00. A motion was made to purchase the machines from Mac-Gray by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

Resident Function & Snow Plow Appreciation: March 23, 2015 we had a luncheon for the residents, maintenance men, NHA's plow contractor & the Norton DPW. The board pre-approved the event and today a motion was made to accept the costs incurred, in the amount of \$780.07, and pay out of the Rockland Federal Credit Union account by Mr. Dinsel, seconded by Ms. Briggs; all in favor 4-0.

Emergency Preparedness: I provided the board with a copy of the NHA Emergency Preparedness Manual. It was a request when I first arrived at NHA nearly 3 years ago. I used a template from ARS Specialist and adapted our information to their forms and the end product is very useful. We can continue to update information or add to this manual as things change or progress. I also discussed some purchases we have made to better prepare for an emergency and some of the purchases we anticipate in the future. The board seemed pleased with this manual.

Maintenance Clothing Allowance Policy: At a previous meeting we discussed the possibility of providing our maintenance staff with an allowance to make purchases for clothing to increase safety and performance on the job. Ideas were exchanged and a policy was presented to the board. A motion was made to accept the policy as presented by Ms. Briggs, seconded by Mr. Dinsel; all in favor 4-0

Sustainability Windows 3 & 4: Windows for phase 3 began on March 23, 2015 and will continue until complete. Windows for Phase 4 are in the works.

HSFY 2015 - Porch Repairs: Bid tabulations for the porch repairs were presented to the board. A motion was made to accept the low bidder, Dimitrios or the 2nd low bidder Fox Painting in accordance with DHCD's approval, by Mr. Ceckowski, seconded by Mr. Stefanelli; all in favor 4-0

Exterior Painting: Contract has been signed; Notice to Proceed is dated March 16, 2015. The contractor reports they will begin work during the latter part of April, to early May.

Emergency Applicant Case Plan: A policy was presented to the board to be included with any emergency application from NHA. The plan, together with the application makes the process much more user friendly. A motion to accept the policy was made by Mr. Dinsel, seconded by Mr. Briggs; all in favor 3-1.

Small Truck/Skid Steer Purchase: In the absence of the Chairman, no decisions were made about the small truck purchase or the skid steer.

List of Documents:

Minutes, treasurer's reports, executive Director report and supporting documentation;

Sun Edison & Sun Connect solar energy information & agreement;

Dryer Purchase Quotes

Exterior Painting, Sustainability 3 & HSFY 2015 Porch bid tab

Snow plow party expense information;

Policies, Maintenance Clothing Allowance, Emergency Applicant

Emergency Preparedness Manual.

Meeting was adjourned at 7:00PM until the next meeting on Tuesday, April 21, 2015 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