



MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Norton Housing Authority

Meeting Date: April 21, 2015 Time: 6:00 PM

Meeting Location: Norton Housing Authority, 120 West Main Street, Norton, MA Woodland Meadows Community Room

Members & Staff Present: Robert Salvo, Ralph Stefanelli, Stephen Ceckowski, James Dinsel, Marlu Briggs

Members Not Present: _____

The meeting was called to order at 6:02 and adjourned at 7:38

3/23/2015 Minutes from the Meetings at 12:30 & 6:00 PM were reviewed & approved as written. Motion made by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor, 4-0, 1 present.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: Treasurer's reports from March 31, 2015 and Quarterly Reports were reviewed and approved, in their entirety with no adjustments. Motion made to accept Treasurer's reports as presented by Mr. Dinsel, seconded by Mr. Stefanelli; all in favor 5-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked in March 34.88 hours per week. A motion was made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 5-0.

Washer Dryer Bank: coin collection for April was reviewed and approved as presented. A motion made by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 5-0. A request of the board to include a budget for Resident events was presented to the board including events from May 2014, through March 2015. The decision was to continue with the chart as presented as events are added.

MassNahro Offerings: April - June offerings were included in the packets.

Work Orders: for the month of March 2015 were reviewed.

Executive Director Report: 2 Evaluations for the ED were turned into the Chairman. Board members were encouraged to submit evaluations to the Chairman. In May the ED's contract expires and will be reviewed for possible renewal.

Administrative Positions: The board was advised that one administrative employee left NHA for more lucrative full-time position. I advised the board that I promoted our remaining employee, who has done an outstanding job at NHA. A motion was in favor of this promotion by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0.

Chevrolet Colorado: There is a delay for the purchase of the 2 wheel drive truck to be purchased in this year's budget. I am advised that state contract vendors had a bid protest, requiring a re-bid. They anticipate another bid opening within 6 weeks.

Pest Control: The proposals were reviewed and it was agreed the lowest bidder to be Flynn Pest control. A motion was made to accept the bid from Flynn Pest control as presented by Mr. Stefanelli, seconded by Mr. Ceckowski; all in favor 5-0.

Schedule of Positions: In accordance with PHN 2012-03, a listing of positions must be presented to DHCD annually. The positions for each NHA employment category was listed including the annual salary. The document was signed by all board members.

Solar Energy: We had a healthy discussion of solar energy options available to NHA. The board decided to Have an additional board meeting in May with a representative from each responsible & responsive solar company. The solar company representatives will be given 30 minutes to address the board individually and answer any questions. I will be in touch with a meeting date shortly.

Electricity Quotes: The board was presented with a cost estimate prepared by World Energy. It was greed that Constellation New Energy's 36 month term at \$0.1085 was the most advantageous. A motion was made to approve Constellation New Energy for a 3 year contract at \$0.1085 by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0, 1 present.

Skid Steer: A price quote was presented from the state contract to the board for a new Bobcat S450 T4 with Joystick Controls, 2 speed travel, 62" bucket & a 62" cutting Edge, Pallet For frame & teeth, 84" snow blade, 60" sweeper for \$34,749.70. A motion was made to purchase this piece of equipment by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0. Chairman Salvo signed the Product Quotation.

Municibid: The ED recommended selling the current Bobcat on the Municibid web site. NHA did very well last year with the sale of the old dump truck with this venue. A motion to list the old 1999 Bobcat 753 was made by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

CDBG-DR: We have been approved for the disaster relief funding for our drainage issues, the conversion from septic to sewerage and roadway improvements at our Woodland Meadows site.

HSFY 15 Porch Project: The bid tabulation for this project was approved last month. However there was a bid error on the lowest bidders Bid Form. As a result, DHCD rejected the lowest bidder. I request that the board ratified the contract award to the next lowest bidder, Fox Painting, in the amount of \$31,300.00 for the base bid and the alternate.

Windows 3 & 4: Progress for these projects was discussed briefly.

Painting Project FISH 218046: A proprietary vote is required when specific products are requested on a project. A previous siding project included the end walls on all 13 buildings to be painted. The paint used was a Benjamin Moore product. Therefore, for the next painting project as aforementioned we are requesting a proprietary vote to continue with a Benjamin Moore product to keep the paint product the same on each building. A motion was made by Mr. Dinsel, seconded by Ms. Briggs; all in favor 3-0, 1 present.

CIP Projects: A verbal status update for all upcoming capital improvement projects was discussed with the board.

Wild Life Protection Policy: Recently concerns have arisen about bird feeders. To insure all residents are treated equally, I prepared a policy. A motion was made to approve the policy as presented by Mr. Ceckowski, seconded by Mr. Dinsel; all in favor 4-0.

Tie Bid Policy: In accordance with the Inspector General's MCPPO Training I recently attended it was strongly urged that a Tie Bid Policy be in place. Using MCPPO's recommendations, I prepared a policy and a motion was made to approve the policy by Mr. Ceckowski, seconded by Ms. Briggs; all in favor 4-0.

List of Documents and Other Exhibits used at Meeting:

- Minutes, treasurer's reports, quarterly statements;
- All of the documents in the Director's Report;
- Schedule of Positions, solar energy information, Electricity Quotes
- Skid Steer Quotes;
- Wild Life Protection & Tie Bid Policy

Minutes respectfully submitted by: Andrea Downey

Minutes Approved by Committee on: _____

Chairman Signature: _____