



TOWN OF NORTON

Norton Housing Authority (Committee)

MINUTES

Date: July 21, 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: 6:02 PM

Re-Organization of the Board: Mr. Salvo apologized to the Board for his behavior during last months meeting. The board re-organized as follows: **CHAIRMAN:** Mr. Young nominated Mr. Dinsel for Chairman, Ms. Briggs 2nd the motion; voted 3-0; during discussion, Mr. Stefanelli asked that his opinion be added to the months minutes: “My opinion and the opinion of attorney Jeffrey Driscoll and the fact that I brought this up at Legal meeting that Marlu and Mike and myself were in attendance that: as a Resident of the board of commissioners there is/can be an inherent conflict of interest or the appearance of in matters pertaining to lopsided votes 3 to 2 to duties of a commissioner”. **VICE CHAIRMAN:** James Dinsel nominated Mr. Salvo as Vice Chairman, seconded by Mr. Stefanelli; all in favor 5-0; **TREASURER:** Mr. Salvo nominated Ms. Briggs as Treasurer, Mr. Dinsel nominated Mr. Stefanelli as Treasurer. Mr. Stefanelli declined the nomination; Ms. Briggs accepted the nomination. Ms. Briggs nomination was seconded by Mr. Dinsel; all in favor 5-0; **Minutes:** from June 16, 2015, were reviewed and approved. Motion to accept minutes made by Mr. Salvo seconded by Ms. Briggs; all in favor 5-0.

Meeting motions / Actions & Summary of Discussions:

Treasurer’s Report: Treasurer’s reports from, June 30, 2015 & Quarterly Reports for Quarter ending 6/30/2015 were reviewed and approved, in their entirety with no adjustments. Motion made to accept Treasurer’s reports as presented by Ms. Briggs, seconded by Mr. Salvo; all in favor 5-0.

Executive Directors Report:

Timesheets: were reviewed and approved as presented, my average weekly hours worked in June were 36.75 hours per week.

Washer Dryer Bank: coin collection for July was reviewed.

MassNahro Offerings: September offerings were included in the packets.

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

Board Meeting Time: Due to the length of the meetings over the past few years and the late hour they end, I suggest moving the meetings to 4:30 pm. Mr. Young made a motion to adjust the monthly board meeting time to 4:30 PM, seconded by Ms. Briggs; all in favor 5-0

August Board Meeting: Typically summer meetings can be suspended if the work load allows. I believe August would allow a summer recess. If there’s a project that requires a final sign off, the board has agreed to meet for a quick 8 AM meeting. A motion was made by Ms. Briggs to suspend the August meeting unless a special meeting becomes necessary, seconded by Mr. Young; all in favor 5-0

Bylaws: Existing Bylaws for NHA were presented to the board. The board requested that the Bylaws be reviewed for possible update. They would like to discuss this matter at the September meeting. The Director will check with other LHA's to see what their Bylaws look like.

Picnic Tables: I requested the board think about putting picnic tables in the courtyards at Woodland Meadows as residents from the C & D buildings have requested them. I presented the quotes we found along with pictures. Mr. Stefanelli made a motion that 2 picnic tables be purchased at the directors discretion at the lowest price available on line and see how they work out, seconded by Mr. Young; all in favor 5-0.

Memorandum to Board & Residents: The memorandum to the board was reviewed and approved. The Residents memo was also reviewed by the board. A motion was made by Ms. Briggs to circulate this memo to Residents, seconded by Mr. Young: all in favor 5-0.

NHA Board Membership & Terms: NHA Membership was reviewed by the board. Mr. Young's date elected is incorrect as posted. The Director shall communicate that to the Town Clerk for revision.

Ordered Truck: The Chevrolet Colorado has been ordered. Liberty Chevrolet said there will be very few trucks available for the state contract pricing and hopes to be able to fill our order.

Next Month's Agenda: Topics for next month's meeting: Bylaws, Storage areas, Railing at Building B, Light Poles and Resident Handbook. If a board member wishes to add an item to the agenda, please contact the Chairman before the Tuesday prior to the meeting.

Alcohol Policy: This policy was reviewed by the board. Recently, this has become an issue at NHA and DHCD suggested a policy be put in place. The only revision to the policy requested by the board is to add the development names. A motion was made to accept the policy by Mr. Salvo, seconded by Mr. Young: all in favor 5-0.

Tenant Handbook: The board would like additional time to review the handbook. This item will be on the September Agenda.

CIP Project Update: The board reviewed the CIP update with no comments or revisions.

Painting Project Change Order: The change order to include an additional 4 front and rear decks to be painted was presented to the board and approved. A motion was made by Mr. Salvo, seconded by Ms. Briggs; all in favor 5-0.

Municibid Results: The State auction website, Municibid ended on 7/21/2015 with the highest bidder at \$12,751.00. A motion was made by Mr. Young, seconded by Ms. Briggs; all in favor 5-0

List of Documents:

Executive Director's Report, including all 12 items;

Alcohol Policy

Tenant Handbook

CIP Project Update

Painting Project Change Order

Municibid Results

Meeting was adjourned at 7:19 PM until the next meeting on Tuesday, September 15th at 4:30 PM at 120 West Main St., Norton, MA 02766.

Respectfully submitted,

Minutes Approved by Committee on: _____
(Date)

Signatures:

Executive Director: _____
Andrea Downey

Chairman: _____
James Dinsel