



MINUTES

TOWN OF NORTON

Norton Housing Authority

Town Clerk Date/ Time Stamp

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Meeting Date: December 15, 2020 Time: 4:00 PM

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

Members & Staff Present: Robert Salvo, Ralph Stefanelli, Marlu Briggs, Michael Young

Members Not Present: _____

The meeting was called to order at 4:11 PM and adjourned at 4:47 PM

11/17/2020 Minutes from the November 17th meeting was reviewed & approved as written. Motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The report for November, were reviewed and approved with a motion by Mr. Stefanelli, seconded by Mr. Salvo; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 24 hours during the month of November.

W/D Account: A deposit for on November 9th for \$260.00 and November 12th \$66.00 was made with no comment from the board.

MassNAHRO Offerings were reviewed by the board with no comment.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of November was reviewed and approved as presented, with two (2) checks in excess of \$10,000.00 during the month, each reviewed and all approved with a motion made by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 3-0.

Board Business: Next meeting date will be December 29th to review candidate resumes.

CIP Project Update: was reviewed with no comment from the board.

Formula Funding Award FY 2024: In the amount of \$222,889 was reviewed by the board with no comment.

Vacancy Report: Vacancy report for 2020 was reviewed by the board with no comment.

ED Benefit Timesheets: were reviewed by the board with no comment.

Sewer Project Update: None.

ED Retirement Search: was discussed in detail to plan a date to review candidate resumes, to interview candidates and to finalize the agreement. Next meeting date December 29th at 4:00 PM in executive session to review resumes; Candidate interviews are scheduled for a special public meeting on January 5th; our regular scheduled meeting will be 1 week early on January 12th to allow DHCD 60 days to review the contract.

List of Documents and Other Exhibits used at Meeting:

- Minutes, Treasurers Report and Year End Reports, Budgets
- All payments, agreements, documentation & policies

Minutes respectfully submitted by:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

Marlu L. Briggs