



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

NORTON TOWN CLERK

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FEB 22 2021

10:59 AM PM  
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Meeting Date: January 12, 2021 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 4:00 PM and adjourned at 4:27 PM

12/15/20,  
12/29/20 &  
1/5/21

Minutes from three meetings, December 15<sup>th</sup>, December 29<sup>th</sup> & January 5<sup>th</sup> were reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 4-0.

#### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** The reports for December and 1st quarter statements were reviewed and approved with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 4-0

#### **Executive Director's Report:**

**Timesheets:** I worked an average of 27 hours during the month of December.

**W/D Account:** Deposits on December 9<sup>th</sup> for \$417.00 and December 29<sup>th</sup> for \$798.50 were made. A comment from 1 board member acknowledged the number of times each month the coin machine is filled, and increased bank trips necessary.

: 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 December was reviewed and approved as presented, with a motion made by Ms. Briggs, seconded by Mr. Young, all in favor 4-0.

**Board:** Next meeting date February 16<sup>th</sup> at 4:00 PM;

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

**ED Contracts:** Mandatory Contract sheet was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0. ED Salary Calculation Sheet was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0. Executive Director Contract was reviewed by the board and approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

**Carpet Procurement:** Request for bid went out and due on 1/13/21. The board made a decision to vote to approve the lowest bidder if the bids are acceptable to the housing authority, with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

#### **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 A. Briggs