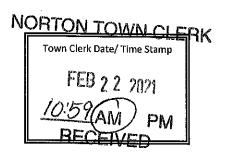


MINUTES

TOWN OF NORTON

Norton Housing Authority



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 o	rder at 4:00 PM and adjourn	ed at	4:27 PM
12/29/20 & revie	utes from three meetings, December 15 th , Decerewed & approved as written. Motion by Mr. Yor, 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 9th for \$417,00 and December 29th 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 16th 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:
Minutes Approved by Committee on:
Chairman Signature:

Andrea Downey

Marly H. Brigge