



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

Town Clerk Date/ Time Stamp

RECEIVED  
NORTON TOWN CLERK  
2021 MAY 24 AM 10:26

Meeting Date: April 20, 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, Missie Saulsby

Members Not Present: \_\_\_\_\_

The meeting was called to order at 4:09 PM and adjourned at 4:58 PM

4/16/2021

Minutes from the March 16th meeting was reviewed & approved as written. Motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor, 4-0.

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

**Treasurer's Report:** The report for March 31, 2021, were reviewed and approved with a motion by Mr. Stefanelli, seconded by Ms. Briggs; all in favor 4-0.

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

**Timesheets:** I worked an average of 32 hours during the month of March.

**W/D Account:** A deposit for month of March was \$ 715.00 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 March was reviewed and approved as presented, with a motion made by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 4-0.

**Board Business:** Next meeting date will be May 18, 2021- Decision was made to have board meeting held in the Community Hall at Woodland Meadows Location.

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

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

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

**Sewer Project Update:** Paving will be starting soon at the entrance of Woodland Meadows.

**Bathroom Sink, Drain and Faucet Replacement:** Low bidder approved by Board and Owner-Contractor Agreement was signed by Mr. Stefanelli, all in favor 4-0

**Upcoming Business:** Annual Plan for Fiscal Year 2022 was presented to board, June 15, 2021 @4pm.

Minutes respectfully submitted by:

**Missie Saulsby**

Minutes Approved by Committee on:  
Chairman Signature:

*Ralph Stefanelli*  
co chair



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