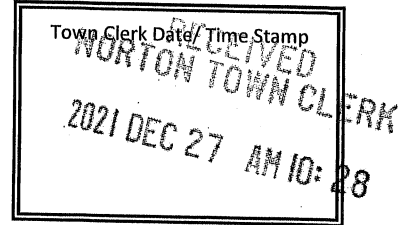




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: November 16, 2021 Time: 4:00 PM

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

Members & Staff Present: Ralph Stefanelli, Missie Saulsby, Charles Reynolds, James Dinsel, Paul Ruozzi

Members Not Present: Robert Salvo Sr.

The meeting was called to order at 4:05 PM and adjourned at 6:20 PM

Meeting Motions / Actions and Summary of Discussions:

-Treasurer's Report: The reports for September and October were reviewed and approved with a motion by Ralph Stefanelli and seconded by Mr. Reynolds: all in favor 4-0. As presented

Executive Director's Report:

Timesheets: I worked an average of 32 hours weekly during the month of September and October. ED Timesheets signed and approved by board.

W/D Account: A deposit for on: Put in petty cash was the amount of \$200. Total of \$1931.07 was deposited into bank. Reviewed by Board

MassNAHRO Information given on MassNahro News, Classes, and 2021 Legislative Agenda

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of September and October was reviewed and approved as presented by Mr. Stefanelli and, seconded by Mr. Dinsel, all in favor 4-0.

Board: Next meeting date Tuesday December 20, 2021 @ 4pm. In our Community Room

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

Sewer Project Update: Project completed/ except waiting on benches for up front

Bathroom Sink, Drain, and Faucet Replacement Project: Project Completed 10/2021

Board Business: Purchases through RFCU Credit Card was reviewed & approved for Porta-Potty for replacement of deck boards.

FYE 2021 Year End Reports and Proposed FY22 Budget: Presented by Gary DePace CPA, reviewed and approved as presented by Mr. Stefanelli and seconded by Mr. Ruozzi, all in Favor 4-0.

Board members: Active Full Board as of 11/15/2021; Topic about additional expansion in low-income state aided housing/ Guest Speaker Joe Armstrong.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Missie Saulsby

Ralph Stefanelli