



MINUTES

TOWN OF NORTON

Norton Housing Authority

RECEIVED
Town Clerk Date/ Time Stamp
NORTON TOWN CLERK
2022 JAN 24 AM 11:10

Meeting Date: December 21, 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
Robert Salvo Sr.

Members Not Present: _____

The meeting was called to order at 4:04 PM and adjourned at 5:25 PM

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for October and November were reviewed and approved with a motion by James Dinsel and seconded by Charles Francis Reynolds III: all in favor 5-0. As presented

Executive Director's Report:

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

W/D Account: A deposit for \$907.18 was deposited into bank. Reviewed by Board

MassNAHRO Information given on MassNahro News, and classes/certifications

Monthly Checks: Accounts payable register for the month of November was reviewed and approved as presented by Mr. Ruozzi and, seconded by Mr. Dinsel, all in favor 5-0.

Board: Next meeting date Tuesday January 18, 2022 @ 4pm. In our Community Room

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

Board Business: To notify board of all upcoming conferences with MASSNAHRO, & certifications.

Proposed FY22 Budget: Resigned by board with correct ED Salary and corrected dates.

New AC POLICY: Still in review by board

Space Heater Policy: Approved by board all in favor 5-0

Development of additional housing: Still being discussed and reviewed by DHCD.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:

Missie Saulsby

Minutes Approved by Committee on:

Chairman Signature:

Ralph Stefanelli