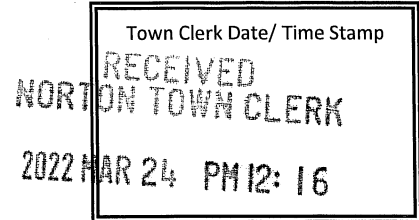




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: **February 16, 2022** 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 **4:07 PM** and adjourned at **5:10 PM**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for December 2021 and January 2022 were reviewed and approved with a motion by Robert Salvo Sr. 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 January ED Timesheets signed and approved by board.

W/D Account: A deposit for \$561.25 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 January was reviewed and approved as presented by Mr. James Dinsel and, seconded by Mr. Ralph Stefanelli, all in favor 5-0.

Board: Next meeting date Tuesday, March 15, 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.

LHA Executive Director: New Executive Director salary approved by board as presented by Mr. James Dinsel and seconded by Mr. Ralph Stefanelli, all in favor 5-0

Performance Management Review: Reviewed by board and discussed; no findings

Tenant Reasonable accommodation: Board reviewed and discussed a request from a tenant for a reasonable accommodation for medical reasons at the Woodland Meadows Facility.

All board members approved tenants request to for reasonable accommodation.

Development of additional housing: Still being discussed

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