



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority

NORTON TOWN CLERK

Town Clerk Date/ Time Stamp

OCT - 6 2022

12:17 AM (PM)  
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Meeting Date: **July 19, 2022** Time: **4:00 PM**

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

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

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

The meeting was called to order at **4:01pm** and adjourned at **5:43pm**

*Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** The reports May/June 2022 were reviewed and approved with a motion by Ralph Stefanelli, and seconded by James Dinsel.: all in favor 4-0. As presented

**Executive Director's Report:**

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

**Executive Director Contract:** 3-year employment contract was reviewed and approved by the board as presented by Ralph Stefanelli and seconded by Paul Ruozzi.

**W/D Account:** A deposit for May \$829.50 & June \$886.50 was deposited into bank. Reviewed by Board

**MassNAHRO** Information given on MassNahro News, and classes/certifications

**Monthly Checks/Rockland Acct:** Accounts payable register & Rockland Credit Union Statement for the month of May and June was reviewed and approved as presented by Mr. James Dinsel and seconded by Paul Ruozzi, all in favor 4-0.

**Board:** No meeting for the month of August 2022- Next meeting is 09/20/22 @ 4pm

**CIP Project Update:** Fish # 218074- discussed and reviewed- project still active.

Fish #218072- JW (705) kitchen cabinet replacement – Lowest bidder Dandis Construction-

Approved and Signed Owner-Contractor agreement.

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

**New Business:** Board approved to reconsider selling or remove carport area. Make into a seating area for residents.

**DHCD: Fair Marketing Plan:** Reviewed and approved by the board as presented Ralph Stefanelli and seconded by Paul Ruozzi, all in favor 3-0.

**Language Access Plan:** Reviewed and approved by the board as presented Ralph Stefanelli and seconded by Paul Ruozzi, all in favor 3-0

**Budget Revision for FY2022:** Reviewed and approved by the board Ralph Stefanelli and seconded by Charles Francis Reynolds III, all in favor 4-0

**Annual Plan FY 2023:** Reviewed and approved by the board as presented by the board James Dinsel and seconded by Paul Ruozzi, all in favor 4-0.

**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*