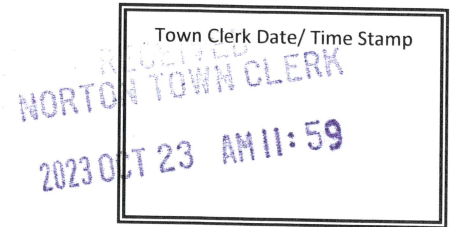




MINUTES

TOWN OF NORTON

Norton Housing Authority Board of Commissioners



Meeting Date: September 26, 2023 Time: 4:00 PM

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

Members & Staff Present: Missie Saulsby, Paul Ruozzi, Ralph Stefanelli, Joann Collins

Members Not Present: James Dinsel

The meeting was called to order at 3:35 pm and adjourned at 4:30pm

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for June, July and August were reviewed and approved with a motion by Mr. Ralph Stefanelli and seconded by Paul Ruozzi: all in favor 3-0. As presented

Executive Director's Report:

Timesheets: ED worked an average of 32 hours weekly during the month of June-July-August ED Timesheets signed and approved by board.

W/D Account: A deposit made of \$919.75 for June 2023, deposit of \$756.50 for July, & deposit of \$ 834.37 for August was deposited into bank. Reviewed by Board

MassNAHRO To notify board of all upcoming conferences with MASSNAHRO, & certifications Information given on MassNahro News, and classes/certifications. 2 articles presented to NHA Board regarding Housing Those in Need & WBRU article regarding Massachusetts has a huge waitlist for state-funded housing.

Monthly Checks/Rockland Acct: Accounts payable register & Rockland Credit Union Statement for the month of June, July & August 2023 was reviewed and approved as presented by Ralph Stefanelli and seconded by Paul Ruozzi, all in favor 3-0.

Board: Discussion regarding Housing Production. Waiting on approval for Consultant Fee & Community One Stop Grant.

NON-Smoking Policy: Revised section to change only the Consequences of Non-Compliance section. This policy was reviewed and approved by Paul Ruozzi, and seconded by Joann Collins.

CIP Project Update: Upcoming Projects: Jacobs Way Front Septic System & Jacobs Way replacement bathroom vanities.

Gave board the Work Scope for JW Bathroom vanities & the discussion of what may be done to the front Jacobs way septic system.

New Business: Discussion regarding if the executive director will continue to punch in or do timesheets. Board came to the agreement for executive director to do what is best for the housing authority. Came to a decision to have executive director show the On the Clock timesheets of hours worked at every board meeting.

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: