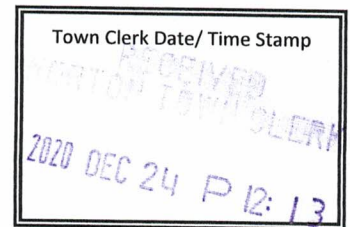




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: **November 17, 2020** Time: **4:00 PM**
Meeting Location: **Norton Housing Authority, 120 West Main Street, Norton, MA
Woodland Meadows Community Room**
Members & Staff Present: **Robert Salvo, Marlu Briggs, Michael Young**
Members Not Present: **Ralph Stefanelli**

The meeting was called to order at **4:05 PM** and adjourned at **4:46 PM**

10/27/2020 Minutes from the October 27th meeting was reviewed & approved as written. Motion by Mr. Young, seconded by Ms. Briggs; all in favor, 3-0.

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for September & October, and the 4th quarter statements were reviewed and approved with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 4-0. The annual FY21 Budget and Top 5 Compensation Form were reviewed and approved by the board with a motion by Mr. Young, seconded by Ms. Briggs; all in favor 3-0.

Executive Director's Report:

Timesheets: I worked an average of 28.5 hours during the month of October.

W/D Account: A deposit for on November 9th for \$375.00 was made with no comment from the board.

MassNAHRO Offerings were reviewed by the board with no comment.

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of October was reviewed and approved as presented, with six (6) checks in excess of \$10,000.00 during the month of October, each reviewed and all approved with a motion made by Ms. Briggs, seconded by Mr. Young, all in favor 3-0.

Board: Next meeting date December 15th at 4:00 PM; A discussion at the December meeting will include posting the position of Executive Director, as I will not request a contract renewal and the search for a 5th board member is tantamount with the availability of Robert Salvo's position in April 2021.

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

Sewer Project Update: None.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Andrea Downey
