



MINUTES

TOWN OF NORTON

Norton Housing Authority 2021 JAN 19 P 2:42

Town Clerk Date/ Time Stamp

RECEIVED
NORTON TOWN CLERK

Meeting Date: **December 29, 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, Ralph Stefanelli, Michael Young**

Members Not Present: **Marlu Briggs**

The meeting was called to order at **4:06 PM** and adjourned at **5:17 PM**

**EXECUTIVE
SESSION**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: NONE

Executive Director's Report: NONE

1. **Resume Review:** The board reviewed 7 resumes of candidates for the executive director's position available at the housing authority, discussing at length which candidates would be interviewed and why they were selected.
2. **Review Interview Questions:** We reviewed potential questions for the interview, deciding on 11 questions.
3. **Interview Scheduling:** We reviewed how the interviews would be scheduled and the virtual format for the evening.
4. **Other Business:** Topics not reasonably anticipated 48 hours in advance.
5. **Adjourn**

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:

Andrea Downey

Minutes Approved by Committee on:

Chairman Signature:

Marlu L. Briggs