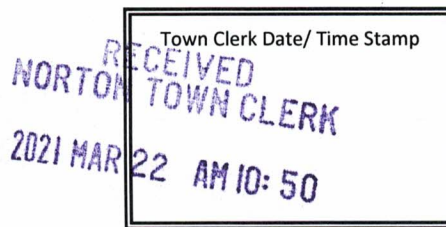




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: **February 16, 2021** 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** *Missie Saulsby*

Members Not Present: **Ralph Stefanelli**

The meeting was called to order at **4:02 PM** and adjourned at **4:24 PM**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for January were reviewed and approved with a motion by Ms. Briggs, seconded by Mr. Young; all in favor 3-0. January 31, 2021 Treasurer Report was approved by Mr. Young & Ms. Briggs; all in favor 3-0

Executive Director's Report:

Timesheets: I worked an average of 27 hours during the month of January.

W/D Account: A deposit for on February for \$770.25 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 January was reviewed and approved as presented by Ms. Briggs, seconded by Mr. Young, all in favor 3-0.

Board: Next meeting date March 16, 2021 at 4:00 PM; A discussion at the March meeting will include new hire for Resident Service Position.

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:

Missie Saulsby

Ralph Stefanelli