



MINUTES
NORTON TOWN CLERK
TOWN OF NORTON
2021 SEP 22 9:44

Town Clerk Date/ Time Stamp

SEP 22 2021

Norton Housing Authority

Meeting Date: **June 15, 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, Ralph Stefanelli, Missie Saulsby**

Members Not Present: _____

The meeting was called to order at **4:03 PM** and adjourned at **5:08 PM**

Meeting Motions / Actions and Summary of Discussions:

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

Executive Director's Report:

Timesheets: I worked an average of 32 hours during the month of April. ED Timesheets signed and approved by board.

W/D Account: A deposit for on April for \$880.50 was made with no comment from the board.

MassNAHRO Information given on MassNahro News May/June 2021

Work Orders: Were reviewed by the board without comment.

Monthly Checks: Accounts payable register for the month of May was reviewed and approved as presented by Ms. Briggs, seconded by Mr. Stefanelli, all in favor 3-0.

Board: Next meeting date September 21, 2021 @ 4pm. No board meetings for July and August 2021

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

Sewer Project Update: None.

Bathroom Sink, Drain, and Faucet Replacement Project: Still waiting on start date

Board Business: New Maintenance Staff Employee starting 06/28/2021

Board members: Vacancy (2) remain

Municibid: Community Couches Sold through Municibid for \$400.00

Annual Plan 2022: Reviewed to board and public; accepted by Board

Juneteenth: added to Norton Housing Authority calendar of days off.

List of Documents and Other Exhibits used at Meeting:

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

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Missie Saulsby