



MINUTES

TOWN OF NORTON

Norton Housing Authority

RECEIVED
NORTON TOWN CLERK

2021 NOV 22 PM 12:40

Town Clerk Date/ Time Stamp

Meeting Date: September 21, 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 5:18 PM

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 Salvo Sr. seconded by Mr. Stefanelli: all in favor 3-0. June, July & August 2021 Treasurer Report was approved by Mr. Salvo Sr. & Mr. Stefanelli all in favor 3-0

Executive Director's Report:

Timesheets: I 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 for on July & August for \$702 & 204 was made: Put in petty cash was the amount of \$579. To help pay for NHA Cookout on August 27, 2021 with no comment from the board.

MassNAHRO Information given on MassNahro News July & August 2021

Work Orders: Were reviewed by the board without comment.

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

Board: Next meeting date Tuesday, October 19, 2021 @ 4pm.

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

Sewer Project Update: None.

Bathroom Sink, Drain, and Faucet Replacement Project: In progress at this time.

Board Business: Reviewed two candidates for possible tenant board position

Vacation balances to be brought over to FYE 2022 Approved by all board members.

Purchases through RFCU Credit Card was reviewed & approved for monthly & yearly expenditures as presented.

Board members: Vacancy (2) remain

Municibid: 2015 24" Ariens Snow blower with Cab Cover sold \$370.00; 2 2013 GE Wall Ovens sold \$150.00

State Audit: Agreed-Upon Procedures for FYE 9/30/2020- No findings with 1 exception noted.

Annual Plan Revised: Was reviewed and approved as presented by Mr. Stefanelli; seconded by Mr. Salvo Sr.

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:

Ralph Stefanelli