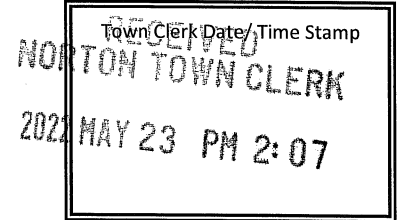




MINUTES

TOWN OF NORTON

Norton Housing Authority



Meeting Date: April 19, 2022 Time: 4:00 PM

Meeting Location: Norton Housing Authority, 120 West Main Street, Norton, MA
Woodland Meadows Community Room

Members & Staff Present: Missie Saulsby, Charles Reynolds, James Dinsel, Paul Ruozzi

Members Not Present: Ralph Stefanelli & Robert Salvo Sr.

The meeting was called to order at 4:10 PM and adjourned at 4:43 PM

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports March 2022 were reviewed and approved with a motion by Charles Reynolds III and seconded by Paul Ruozzi: all in favor 3-0. As presented

Executive Director's Report:

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

W/D Account: A deposit for \$783.25 was deposited into bank & 148.00 Put in Petty Cash. Reviewed by Board MassNAHRO Information given on MassNahro News, and classes/certifications

Monthly Checks: Accounts payable register for the month of March was reviewed and approved as presented by Mr. Paul Ruozzi and, seconded by Mr. Charlie Reynolds, all in favor 3-0.

Board: Next meeting date Tuesday, May 17th @ 4pm. In our Community Room/ Virtually- Go to Meeting

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

Board Business: To notify board of all upcoming conferences with MASSNAHRO, & certifications.

Approval from board on Jacobs Way Pavement Replacement- Change order of \$70,053 were reviewed and approved by Mr. Paul Ruozzi, seconded by Mr. Charlie Reynolds. All in favor 3-0.

New Business: Approved by the board to charge off two tenants accounts that had moved out of NHA in the amounts of \$1614.40 & 403.45. Reviewed and approved by Mr. Charlie Reynolds, seconded by Paul Ruozzi. All in favor 3-0.

Smoking Area: Was discussed with 3 tenants who shared their opinion to the board discussion on moving smoking area. Presented were 3 tenants- Joan Burke- Madeline Yates & Diane Bodington.

DHCD: Discussed/Approved:

Project # 218081 FY2022 Energy Conservation Sustainability Initiative- repair and replacement of Woodland Meadows insulation. Reviewed and approved by board. Project closed

Mileage Reimbursement Increases: from forty-five cents (\$0.45) to fifty-eight- and one-half cents (\$0.585) discussed and reviewed with board. Increase started 03/20/2022.

Rockland Credit Card Account: Credit card charges taken out for March/April. Reviewed and approved by board.

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