



MINUTES

TOWN OF NORTON

Norton Housing Authority Board of Commissioners

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2023 APR 24 AM 11:20

Town Clerk Date/ Time Stamp

Meeting Date: **March 21, 2023** Time: **4:00 PM**

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

Members & Staff Present: **Missie Saulsby, Paul Ruozzi., Ralph Stefanelli, Charles Francis Reynolds III, Joann Collins**

Members Not Present: James Dinsel

The meeting was called to order at **4:00pm** and adjourned at **4:59pm**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports February 2023 were reviewed and approved with a motion by Joann Collins, and seconded by Mr. Paul Ruozzi.: all in favor 4-0. As presented

Executive Director's Report:

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

W/D Account: A deposit made on 02/16/2023 of \$820.75 was deposited into Rockland Federal Bank. Reviewed by Board

MassNAHRO Information given on MassNahro News, and classes/certifications. Spring Conference in April 2023.

Monthly Checks/Rockland Acct: Accounts payable register & Rockland Credit Union Statement for the month of February was reviewed and approved as presented by Charlie Reynolds III and seconded by Ralph Stefanelli, all in favor 4-0.

CIP Project Update:

- **Fish # 218086-** Decks to "K" Building and "J" Building – project going well with Southeastern Vocational Tech School
- Jacobs Way Front Septic System is in works, was assigned to GCG Mike Cater.
- Jacobs Way Bathroom Vanities waiting for bid to go out.
- Annual Plan scheduled for 06/20/2023 @ 4:00PM.

Board Business: Discussion of Housing Production for Norton Housing Authority – Notes handed out and reviewed with our meeting with Affordable Housing Collaborative from March 9th.

New Business: Viewed and discussed Annual Plan FY2024 coming up in June. Discussion of FY2024 Needs Assessment Report for Norton Housing Authority for our 5 year plan, Board reviewed and approved with CIP Assessment.

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