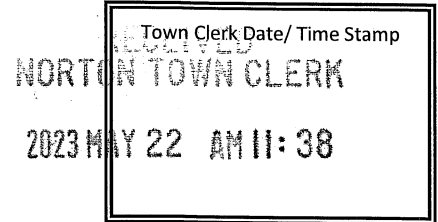




MINUTES

TOWN OF NORTON

Norton Housing Authority Board of Commissioners



Meeting Date: **April 18, 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, James Dinsel**

Members Not Present: _____

The meeting was called to order at **4:01pm** and adjourned at **4:56pm**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports March 2023 & Quarterly reports were reviewed and approved with a motion by James Dinsel, and seconded by Mr. Charles Reynolds III.: all in favor 5-0. As presented

Executive Director's Report:

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

W/D Account: A deposit made on 04/13/2023 of \$998.50 was deposited into Rockland Federal Bank. Reviewed by B MassNAHRO Information given on MassNahro News, and classes/certifications.

Monthly Checks/Rockland Acct: Accounts payable register & Rockland Credit Union Statement for the month of March was reviewed and approved as presented by Charlie Reynolds III and seconded by Ralph Stefanelli, all in favor 5-0.

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 –

Discussion in upcoming legal training Webinar on April 27, 2023 @ 10: 00 a.m. Copy of PHN 2023-05

New inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Members-

New Business: Executive Director/ Board approval regarding wage match, discussed with board. Board approved

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