



MINUTES

TOWN OF NORTON

Norton Housing Authority Board of Commissioners

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Meeting Date: **October 17, 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, Ralph Stefanelli, Joann Collins, Paul Ruozzi**

Members Not Present: James Dinsel

The meeting was called to order at **4:10pm** and adjourned at **5:07pm**

Meeting Motions / Actions and Summary of Discussions:

Minutes: Minutes reviewed and approved for September 26, 2023 board meeting. Motion made by Ralph Stefanelli and seconded by Paul Ruozzi.: all in favor 3-0. As presented

Treasurer's Report: There was no treasure report- End of Year- CPA will have all documents at our next board meeting on November 14th, 2023.

Executive Director's Report:

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

W/D Account: A deposit made on 09/28/2023, \$811.00 was deposited into Rockland Federal Bank. Reviewed and approved. Motion made by Joann Collins, and seconded by Paul Ruozzi.

MassNAHRO: Information given on MassNahro News, and classes/certifications.

Monthly Checks/Rockland Acct: Warrant Report reviewed and approved by board. Motion made by Paul Ruozzi & seconded by Ralph Stefanelli.

Rockland Credit Union Statement for the month of April was reviewed and approved as presented by board.

CIP Project Update: no updates

Write off tenant balances: The amount of \$10,257.00 was reviewed and approved by board to write off as of 09/30/2023. Motion made by Ralph Stefanelli, and seconded by Joann Collins. In favor 3-0

Board Business: Regional Legal Services Program for State-aided Housing Program Reviewed, discussed, and approved. Motion made by Paul Ruozzi and seconded by Ralph Stefanelli, all in favor 3-0

New Business: none

Housing Production Plan Discussion: Was denied grant money from Community One Stop Program. Meeting with Rep. Jay Barrows- TBA and meeting with Spredd on Tuesday, October 24th, 2023.

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