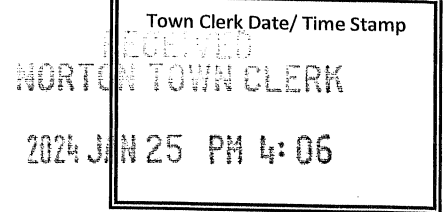




MINUTES

TOWN OF NORTON

Norton Housing Authority Board of Commissioners



Meeting Date: **November 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, Joann Collins, James Dinsel,
Elizabeth Dahl, & Gary DePace, CPA- (Phone)**

Members Not Present:

The meeting was called to order at **4:05 pm** and adjourned at **5:43 pm**

Meeting Motions / Actions and Summary of Discussions:

Treasurer's Report: The reports for September & October were reviewed and approved with a motion by James Dinsel and seconded by Ralph Stefanelli: all in favor 5-0. As presented

FYE23 Budget: Gary DePace, CPA for NHA went over the FYE23 -Fiscal Year End Certification of Top 5 Compensation form, Certification of Year End financial Statements and Tenants Accounts Receivables Data, Certification of Compliance with notification procedures for Federal & State Lead Paint Laws, and Fiscal Year End Certification of Preparer and Executive Director was reviewed and approved by the board, Motion so moved by Ralph Stefanelli & seconded by Paul Ruozzi, all in favor 4-0

Revised FY23 Budget Rev. No. 1: Distributed approval letter from EOHLIC dated 11/09/23 to the board for review.

FY24 Budget: Gary DePace, CPA for NHA went over FY24 Budget. The board reviewed and approved 2024 Budget. Motion made by Ralph Stefanelli and seconded by Paul Ruozzi. All in favor 4-0

Executive Director's Report:

Timesheets: ED worked an average of 32 hours weekly during the month of October ED Timesheets were and approved by board. Motion made by Ralph Stefanelli and seconded by Joann Collins

W/D Account: A deposit made of \$731.75 for October 2023 was deposited into bank. Reviewed by board motion made by Ralph Stefanelli and seconded by Paul Ruozzi. All in favor 5-0

MassNAHRO To notify board of all upcoming conferences with MASSNAHRO, & certifications Information given on MassNahro News, and classes/certifications

Monthly Checks/Rockland Acct: Accounts payable register & Rockland Credit Union Statement for the month of October 2023 was reviewed and approved as presented by Ralph Stefanelli and seconded by James Dinsel, all in favor 5-0.

New Board Business: Conversation regarding light needed in back parking lot between K & L building. Elections on next meeting regarding position changes on board.

RSC Application: Board discussed & approved to endorse the RSC Application. Motion made by Ralph Stefanelli & seconded by Paul Ruozzi, all in favor 5-0

CIP Project Update: Upcoming Projects: Jacobs Way Front Septic System & Jacobs Way replacement bathroom vanities, not out for bid.

Project # 218083 ARPA FF: Bathroom Vanity Replacement work order approved by board. Motion made by Paul Ruozzi and seconded by James Dinsel, all in favor 5-0

Housing Production Plan: Discussion with board about meetings with MassDevelopment Claire M. O'Neill coming up on 12/06/23 & Laura Shault from MassHousing on 12/7/2023.

Waiting on CIP Funds to hire a consultant.

Other Business, Topics not reasonably anticipated 48 hours in advance.: N/A

List of Documents and Other Exhibits used at Meeting:

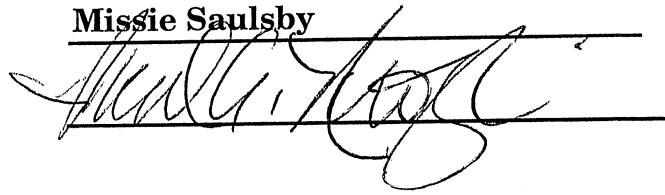
- **Minutes, Treasurers Report and Budgets**
- **All payments, agreements, documentation & policies**

Minutes respectfully submitted by:

Minutes Approved by Committee on:

Chairman Signature:

Missie Saulsby

A handwritten signature in dark ink, appearing to read "Missie Saulsby", is written over a horizontal line. The signature is fluid and cursive, with the first name "Missie" being more prominent.