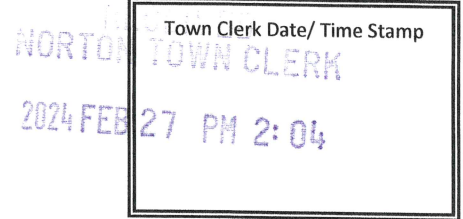




# MINUTES

## TOWN OF NORTON

### Norton Housing Authority Board of Commissioners



Meeting Date: January 16, 2024 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, Joann Collins, James Dinsel, Elizabeth Dahl

Members Not Present: Ralph Stefanelli

The meeting was called to order at 4:05 pm and adjourned at 5:14 pm

#### *Meeting Motions / Actions and Summary of Discussions:*

**Treasurer's Report:** The reports for November & December were reviewed and approved with a motion by James Dinsel and seconded by Paul Ruozzi: all in favor 3-0. As presented

#### **Executive Director's Report:**

**Timesheets:** ED worked an average of 32 hours weekly during the month of November & December ED Timesheets were and approved by board.

**W/D Account:** A deposit made of \$717.50 for November 2023 & \$773.60 for December was deposited into bank. Reviewed by board motion made by Paul Ruozzi and seconded by Joann Collins. All in favor 3-0

**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 November 2023 & December 2023 was reviewed and approved as presented by Joann Collins and seconded by James Dinsel, all in favor 3-0.

**New Board Business:** Conversation regarding light needed in back parking lot between K & L building- NHA **Old Lawnmower:** One of maintenance employees wants to buy the old lawnmower, upon purchase of a new lawnmower. Cash price \$1000.00 Motion made by Paul Ruozzi and seconded by Joann Collins.

working on it. & Vandalism to cars.

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

**New Company Vehicle Policy:** Was reviewed and approved by the board.

**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.

Reactivation of NHA Application to move forward with our vacant land with MHP- Motion made by James Dinsel and seconded by Joann Collins.

CIP Fish # 218089- Land Consultant fee approved by EOHLC.

**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

Ralph Stefanelli