



# MINUTES

## TOWN OF NORTON

### Norton Housing Authority Board of Commissioners

Town Clerk Date/ Time Stamp

NORTON TOWN CLERK  
2024 APR 24 AM 11:36

Meeting Date: **March 19, 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 Ruoizzi, Joann Collins, Ralph Stefanelli**

Members Not Present:

The meeting was called to order at **4:03 pm** and adjourned at **5:07 pm**

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

**Treasurer's Report:** The reports for February 2024 were reviewed and approved with a motion by Ralph Stefanelli and seconded by Paul Ruoizzi: all in favor 3-0. As presented- Discussion regarding Page 3 of treasurer's report, (over)/under number.

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

**Timesheets:** ED worked an average of 32 hours weekly during the month of February ED Timesheets were reviewed and approved. Motion made by Ralph Stefanelli and seconded by Paul Ruoizzi, All in favor 3-0

**W/D Account:** A deposit made of \$711.75 for the month of February was deposited into the bank. Reviewed by board motion made by Ralph Stefanelli and seconded by Paul Ruoizzi. All in favor 3-0

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

- LHA Mandatory Board Member Training Update - must be completed by 10/30/24.
- One board member completed Board Member Training

**Monthly Checks/Rockland Acct:** Accounts payable register & Rockland Credit Union Statement for the month of February 2024 was reviewed and approved as presented by Ralph Stefanelli and seconded by Joann Collins/ Paul Ruoizzi, all in favor 3-0.

**New Board Business:** Discuss to advertise for a Tenant Board Member & a Norton Resident to volunteer on the Norton Housing Authority Board.

**CIP Project Update:** Upcoming Fish projects: Bathroom Vanity/Septic System/siding replacement/land development consultant/ exterior pole lightening. Were reviewed by the board

**Housing Production Plan:** Discussion regarding questions to ask & discussion of next step an RFP.

**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:

**Missie Saulsby**

Minutes Approved by Committee on:

Chairman Signature:

*Ralph Stefanelli*