

**Westford Housing Authority**  
65 Tadmuck Road, Westford, MA 01886  
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REGULAR MEETING  
THURSDAY JANUARY 12, 2017  
7 CROSS STREET, WESTFORD, MA 6:00 PM  
AGENDA

The following items are reasonably anticipated to be discussed at this meeting:

1. Approval of Minutes
  - .. December 8, 2016 Regular Meeting
2. Stony Brook I Refinance – Melissa Robbins: PILOT & Lease Amendments
3. FY Year-End Schedule of All Positions & Compensation form – BOC Sign-off
4. Approval of Financial Statements:
  - .. November 2016 Operating Statements - Consolidated Program (400-1)
  - .. November 2016 Operating Statements – 689-1
  - .. November 2016 Operating Statements – Brookside Mill
  - .. November 2016 Operating Statements – Local Program
  - .. Check Registers -
    - .. December 2016 Consolidated Programs 400-1 and 689-1
5. Maintenance Work Orders:
  - .. December 2016 – Completed & Incomplete
6. Local Programs:
  - .. Invoice to Town – Invoice for December
7. BOC sign off on ED timesheet
  - .. DHCD Review
8. Annual Conflict of Interest Certification
9. Rt.110/Tadmuck Road Improvements/Land Taking - update
10. Governors Appointee - update
11. Write off policy – uncollectable rents
12. Overtime & Compensatory Time Policies – review existing policies
13. Formula Funding Award Amendment - motion
14. 2015-2018 Capital Improvement Plan – Updates
  - 667 – 1 Concrete Repairs – Tadmuck
  - 667 – 2 Capital Needs Assessment – Sargent School
  - 667 – 1 Fascia Replacement

667 – 2 Window Replacement

15. Old Business:

.. WHA logo for business cards, etc

Adjournment: