

**Westford Housing Authority**  
65 Tadmuck Road, Westford, MA 01886  
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REGULAR MEETING  
THURSDAY FEBRUARY 9, 2017  
65 TADMUCK ROAD, WESTFORD, MA 6:00 PM  
AGENDA

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

1. Approval of Minutes
  - .. January 12, 2017 Regular Meeting
2. Increase management fees to WHA from Brookside Mill
3. Approval of Financial Statements:
  - .. December 2016 Operating Statements - Consolidated Program (400-1)
  - .. December 2016 Operating Statements – 689-1
  - .. December 2016 Operating Statements – Brookside Mill
  - .. December 2016 Operating Statements – Local Program
  - .. Check Registers -
    - .. January 2017 Consolidated Programs 400-1 and 689-1
4. Gordon/Griffin, LLC Engagement Letter
5. FY Year-End Schedule of All Positions & Compensation form – BOC Sign-off
6. Maintenance Work Orders:
  - .. January 2017 – Completed & Incomplete
7. Local Programs:
  - .. Invoice to Town – Invoice for January 2017
8. BOC sign off on ED timesheet
9. Rt.110/Tadmuck Road Improvements/Land Taking - update
10. Governors Appointee - update
11. Overtime & Compensatory Time Policies – review existing policies
12. Expiring Board Membership – Public Housing Notice
13. 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
14. Old Business: WHA logo for business cards, etc

