

Westford Housing Authority
65 Tadmuck Road, Westford, MA 01886
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REGULAR MEETING
THURSDAY MARCH 9, 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
 - .. 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

 - .. January 2017 Operating Statements - Consolidated Program (400-1)
 - .. January 2017 Operating Statements – 689-1
 - .. January 2017 Operating Statements – Brookside Mill
 - .. January 2017 Operating Statements – Local Program
 - .. Check Registers -
 - .. February 2017 Consolidated Programs 400-1 and 689-1
4. Quarterly Operating Statements – 4th Quarter 2016
5. Gordon/Griffin, LLC Engagement Letter
6. FY Year-End Schedule of All Positions & Compensation form – BOC Sign-off
7. Maintenance Work Orders:
 - .. January 2017 – Completed & Incomplete
 - .. February 2017 – Complete & Incomplete
8. Local Programs:
 - .. Invoice to Town – January 2017
 - .. Invoice to Town – February 2017
9. BOC sign off on ED timesheet

10. Rt.110/Tadmuck Road Improvements/Land Taking – update

11. Governors Appointee – update

12. Overtime & Compensatory Time Policies – review existing/proposed policies

13. Public Housing Notice 2017-03 – Clarification on Board Member Election

14. Mandatory Board Training – Public Housing Notice 2017-05 & update

15. 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

16. Old Business: WHA logo for business cards, etc

Adjournment: