



## West Boylston Housing Authority

c/o Leominster Housing Authority, Managing Agent  
100 Main Street  
Leominster, MA 01453  
978-537-5300 Fax 978-534-5335

Town Clerk Received:

### NOTICE OF ANNUAL MEETING

Submitted by: Benjamin Gold, Executive Director 6/11/2020

The West Boylston Housing Authority will meet virtually on Thursday, June 18<sup>th</sup> at 4:30 pm. Due to social distancing guidelines related to the COVID-19 state of emergency, this meeting will be held remotely, not at the West Boylston Housing Authority's 87 Maple Street offices. The public is invited call in to the meeting via phone. To do so, call the conference line at **1+866-899-4679** and enter the **Access Code 493-980-045** followed by the # sign. The meeting will start promptly at 4:30 pm. The Board Chair will conduct the meeting and all discussion will be strictly limited to matters on the agenda. Participants will be instructed on the appropriate time and manner for public comment during the meeting.

### ITEMS TO BE DISCUSSED

1. **Meeting Called to Order**
  - a. Roll Call
  - b. Annual Meeting – Election of Officers
  - b. Approval of Regular Minutes of May 21, 2020
2. **Executive Director Report**
  - a. COVID-19 Update
  - b. Director of Finance Hired – will begin work June 29, 2020
  - c. Virtual MassNAHRO Conference
  - d. Board Member Certification Webinar
3. **Financials**
  - a. Approval of Financial Report for May 31, 2020
4. **Administration**
  - a. Modernization/Work Order Report
  - b. State-Aided Housing Report
5. **Unfinished Business** - None
6. **New Business**
  - a. Resolution 2020-06-01 Approval of Capitalization Policy
  - b. Resolution 2020-06-02 Approval of Grievance Procedures Policy
7. **Other Correspondence**
  - a. DHCD Public Housing Notice 2020-22 Quarterly Operating Statement for Local H.A.s
8. **Resident Participation** – None Requested
9. **Motion to Adjourn** – Next meeting scheduled for July 16, 2020