

# AGENDA

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Regular Meeting

2023 DEC -6 A 11: 15

December 13, 2023, 2:30 p.m.

Saugus Housing Authority

19 Talbot Street

Heritage Heights Community Room

Saugus, MA 01906

TOWN CLERK'S OFFICE  
TOWN OF SAUGUS, MASS.

1. Pledge of Allegiance.
2. Roll Call.
3. Reading of the Minutes of the Regular Meeting November 8, 2023.  
Reading of the Minutes of the Special Meeting November 21, 2023.
4. Report of Financial Activity for the Period ending 11//30/2023.
5. Communications.
  - a) Approval of November 2023 Invoices and Check Registers.
  - b) Work Order Report for the period ending 11/30/2023.
  - c) Vacancy Report for the period ending 10/31/2023.
  - d) Budget Comparisons for the period ending 9/30/23 and 10/31/23.
  - e) Laundry Receipts as of November 2023.
  - f) Public Housing Notice 2023-20. RFI-Pre-qualification of Accounting Firms to Conduct Agreed Upon Procedure Audit of Massachusetts Local Housing Authorities with State-aided Housing October 23, 2023.
  - g) Public Housing Notice 2023-21. MA State-Sided Housing Programs Property, Boiler and Machinery and Crime Insurance for Policy Period -11/17/23 to 11/17/2024.
6. Executive Directors Report
7. Old Business
8. New Business
  - a) Consideration to approve DHCD Quarterly Operating Statements and Mod Reports for Saugus Housing Authority 400-1 Program, for the period ending September 30, 2023.
  - b) Consideration to approve DHCD Quarterly Operating Statements Saugus Housing Authority 689-1 Program, for the period ending September 30, 2023.
  - c) Consideration to Approve Payment Of \$3,200 to Dellamora Architecture, for FISH #262095 Common Area Flooring, 667-4, dated 11/2/23.
  - d) Consideration to pay \$60,504.00 for State Aided Property Portfolio Insurance.
  - e) Consideration to pay \$9,470.00 to Nangle Engineering Incorporated for 100 Percent Construction documents, for DHCD Fish Number 262088, dated 12/5/2023.
  - f) Increase the amount for the PO to Home Depot and Lowes to \$1000.
  - g) Consideration to pay \$540.00 to Essex Media/Daily Item for Advertisement, for DHCD Fish Number 262088, dated 12/1/2023.
- 9 Commissioner's Concerns/ Comments from the Floor.
- 10 Adjournment.