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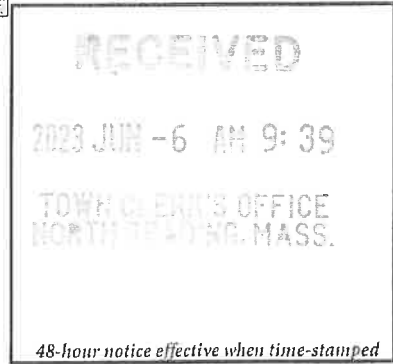
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Town Clerk's Time Stamp

**MEETING NOTICE**  
**TOWN OF NORTH READING, MASSACHUSETTS**  
235 North Street, North Reading, MA 01864

[Click here for Website Calendar](#)



PUBLIC BODY:

**North Reading Housing Authority**

*Add additional Board/Committee above if joint meeting*

MEETING PLACE:

**41 Peabody Court**

**Community Room**

*Municipal Building*

*Room Name or Number*

*Street Address [required if not municipal building]*

DAY: **Thursday**



DATE:

**06/08/2023**

TIME:

**11:00**

**AM**



SIGNED:

**Lisa M. Quaratiello**

DATE:

**06/06/2023**

*Chairman / Secretary [or other authorized representative] & Title*

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §§18-25 (Ch.28-2009). Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

**AGENDA**

*[Listing of topics reasonably anticipated by the Chair -- Changes to the agenda must be processed through the Town Clerk's Office]*

Board Meeting on June 8, 2023:

- 1) Call to Order
- 2) New Business
- 3) Approval of Meeting Minutes 5/11/2023
- 4) Monthly Financial Document Review: May 2023 bank statements, check register, and payroll summary. New check signing card at Reading Co-op.
- 5) Capital Report: 199043 Swan Pond Bulkhead Replacement invoice review and vote Rescon \$9,999.99 and Admin Fee of \$999. 199052 Peabody CT Chimney Repair Shamrock Chimney invoice \$9,300 review and Admin fee of \$930 vote.
- 6) AUP update
- 7) Staff training – Move Outs, Parking, and Abandoned property.
- 8) HAI Liability Policy quote and vote.
- 9) Maintenance Report: Work orders & Maintenance Highlights, Appliance purchase, unit inspections.
- 10) Tenant Notices – Heating Season, Chimney Project, Unit Inspections.
- 11) Vacancy Report
- 12) Tenant Account Receivables Summary and legal update.
- 13) Public Comment
- 14) Scheduling of Next Meeting
- 15) Adjournment

Complete the form then save the file locally. Once saved, send the file as an attachment to: [meetingnotice@northreadingma.gov](mailto:meetingnotice@northreadingma.gov).