

**METHUEN HOUSING AUTHORITY**

**Regular Meeting**

**Agenda**

**January 14, 2026, 6:00 P.M.**

The meeting will be held at the Community Room located at 22 Mystic Street: Methuen, MA

**1. Roll Call**

**2. Annual Meeting – Election of Board of Commissioner Officers**

**3. Public Participation**

**4. Approval of Minutes**

- Regular Meeting Minutes – December 17, 2025
- Special Meeting Minutes – December 29, 2025

**5. Correspondence**

- Auditor Correspondence; Fiscal Year End March 31, 2025
- Agreed Upon Procedure Report; Fiscal Year End March 31, 2025
- 2026 Board of Commissioner Regular Meeting Dates
- Mass Nahro Newsletter; November/December
- Senior Housing Newsletter

**6. Approval of Payments for Period: 12/1/2025 – 12/31/2025**

**7. Reports**

- Executive Director Report/Goal Update
- Work Order Report
- Public Housing Report
- Public Housing Leased Unit Report/ Vacancy Report
- HCV Leased Housing Report
- Accountant's Report /Financial Statements, Period End November 30, 2025

**8. New Business**

- Consideration of Awarding the Master Meter Compliance, Project #181133 to Brothers Electric Corporation; \$1,324,000
- Consideration of Awarding the 101 Broadway, Automatic Gate Access, Project #181177 to Setronics Corp.; \$89,971
- Consideration of Awarding the 101 Broadway Shower Room Renovation, Project#181178 to Alpha Design Build, Inc.; \$62,350
- Consideration of Adopting the Annual Affirmative Action Goal.
- Consideration of Approving the Annual Plan for Fiscal Year 2027 For State-Aided Public Housing
- Consideration of Approving the FY 2026 Federal Public Housing Agency Annual Plan
- Discussion of the Executive Director Annual Review Process

**9. Adjournment**

# **Methuen Housing Authority**

## **Public Participation at Board Meetings**

### **Designated Time for Public Participation**

Members of the public may comment at Board meetings during the portion of the meeting designated to receive public comment. At all other times during a Board meeting, the public shall not enter into discussion or debate on matters being considered by the Board, unless requested by the Board Chair

Public participation is an individual's opportunity to express his/her opinion on issues of Housing Authority business. It is not a discussion, debate, or dialogue between individuals and the Board. Individuals may address topics on the agenda, items specified for Public Comment, or items within the scope of responsibility of the Board.

Individuals who wish to participate during the portion of the meeting designated for public comment shall identify him/herself by name and address and shall indicate the item on which they wish to address the Board. Individuals are limited to a comment period of not more than 5 minutes.

If the meeting is to be conducted remotely, instructions will be provided and posted with the agenda on how to participate during public participation.

### **Role of the Board Chair**

The Board Chair is responsible for the management of the public comment period. The Board Chair, in their sole discretion, may take the following actions when necessary for effective meeting management:

- Adjust the overall time limit for public comment.
- Adjust the speaking time allotted to each speaker.
- Determine that a comment or concern is not appropriate for public comment. Items not appropriate for public comment include but are not limited to, items not on the Board meeting agenda, disclosing private personal information about another individual, the use of vulgarity, and the use of threats.

Disruption of the meeting by members of the public will not be tolerated. If, after at least one warning from the Board Chair, any individual continues to disrupt the meeting with their words or actions, they will be asked to leave or will be muted in the event of a remote meeting.

### **Responses to Items Raised During Public Comment**

Board members will not respond to items raised during public comment. This is a time for the public to express their views.