

**MINUTES OF THE ANNUAL AND REGULAR MEETING
OF THE MIDDLETON HOUSING AUTHORITY**

**Orchard Circle, Middleton, Massachusetts
November 19, 2025
4:15 pm**

PRESIDING: Maria Paikos, Chairperson

RECORDING SEC'Y: Cindy Dunn

COMMISSIONERS PRESENT Maria Paikos, Sharon Purchase, Karen McCafferty and Douglas LeColst

COMMISSIONERS ABSENT: Ilene Twiss

Maria Paikos, Chairperson, called the Regular Meeting to order at 4:15 pm.

Karen O'Leary, accountant, of Fenton and Ewald presented the FY2026 Operating Budget and Certification. Upon motion duly made by Karen McCafferty and seconded by Sharon Purchase it was **VOTED 4-0: To approve and certify the FY2026 operating budget.**

The Board reviewed the Regular Meeting Minutes of October 15, 2025. Upon motion duly made by Douglas LeColst and seconded by Karen McCafferty, it was **VOTED 4-0: To accept the minutes.**

The Board reviewed the bills processed through October 2025. There were no questions about the bills.

The Board reviewed the low bid submitted by Makeover and Finishes Group to replace the bathroom fans at Memorial Drive in the amount of \$30,032. Upon motion duly made by Sharon Purchase and seconded by Karen McCafferty, it was **VOTED 4-0: To approve the bid.**

Cindy advised the board of the emergency septic system repairs and the proposal submitted by CM Conway in the amount of \$91,296 (6,600 upgraded hatch). Upon motion duly made by Sharon Purchase and seconded by Karen McCafferty, it was **VOTED 4-0: To approve the contract.**

Cindy advised the board that the auditor will be coming on December 10th to perform the audit for FY2025.

The board has agreed to move its monthly board meetings to the 3rd Thursdays of the month upon Cindy's request. The next board meeting is scheduled for January 15th.

There being no further business and following a motion by Karen McCafferty, the meeting adjourned at 5:05 pm.

Cynthia Dunn, Recording Secretary