

**LYNN HOUSING AUTHORITY  
& NEIGHBORHOOD DEVELOPMENT**

Administration Office (781) 477-2800  
Administration Fax (781) 592-6296  
Neighborhood Development (781) 477-2800  
Neighborhood Development Fax (781) 593-4350  
Rental Assistance (781) 592-1966/TDD  
Rental Assistance Fax (781) 586-9478

10 Church Street  
Lynn, Massachusetts 01902

Executive Director  
Charles Gaeta

Curwin Circle Management Office (781) 598-3663  
State Housing Management Office (781) 592-1966/TDD  
Wall Plaza Management Office (781) 592-4038  
Maintenance Office (781) 598-3434  
Family Investment Center (781) 595-6089  
Application Intake & Screening (781) 581-6105

**BOARD OF COMMISSIONERS**  
**AGENDA**

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held at 10 Church Street, Lynn, MA on **Tuesday November 13, 2012 at 5:30 p.m.**

**I. Roll Call of Commissioners**

**II. LHAND Staff present and Guests noted**

**III. Submission of Documents in Compliance with Chapter 626**

**IV. Acceptance of Minutes of Meeting of October 9, 2012**

**V. Various Thank you letters**

**VI. Correspondences for Commissioners' Information and Files**

1. Correspondence from HUD re: Request for Release of Funds and Certification for 111 Sagamore Street.

**VII. NEW BUSINESS**

1. Accept the change order from Silvestro Bros for 300 "FOB" Keys at \$9.00each. Total cost \$2700. The \$9 was the LHA's cost from supplier, no mark up from Silvestro Bros.
2. Accept the substantial and final completion from Silvestro Bros, Inc. for the Door Access Control System and Related Work at Wall Plaza (FP 23-2).
3. Board vote to award the engineering services for the paving at various state properties to Allen and Major Associates in the amount of \$8954.00. Site paving improves include Olive Street, Essex/Tilton, Woodman, 170 South Common and Empire Street. Construction budget is \$71800.00.
4. Board vote to award the contract for design service to replace the exterior siding at Commercial and Warren Street (State 705) to Arnold Jacobson and Associates in an amount not to exceed \$10,000.
5. Board vote to award the contract for the design services to replace the roofs at 39 Shepard St and 35 Shepard St. (State 689-1) to Nilsson and Siden Associates in the amount of \$4250.00.
6. Board vote to award the construction contract for the installation of five (5) dumpster enclosures at Curwin Circle to GMH Fence Company in the amount of \$27618.52.
7. Board vote to approve Agreement for Services between Neighborhood Development Associates and LHAND for 4/1/12 to 3/31/13 for rate not to exceed \$55,000.
8. Update on the payroll program (computer software).

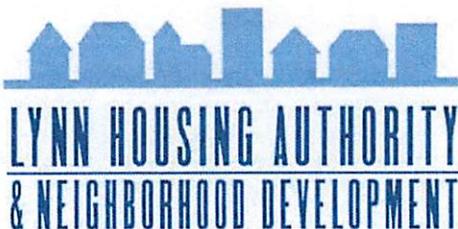
**VIII. COMMITTEE REPORTS**

1. Monthly Treasurer's Report
2. Personnel Sub-Committee
3. Executive Director's Monthly Report of Activities

**IX. PREVIOUSLY TABLED BUSINESS**

**X. ANY OTHER BUSINESS**

**ADJOURNMENT**



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## Notice of Meeting

Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts General Laws that a **REGULAR MEETING** of the Lynn Housing Authority & Neighborhood Development to take place at **5:30 p.m. at 10 Church Street, Lynn, Massachusetts 01902 on November 13, 2012.**

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Secretary Ex-Officio  
Charles Gaeta

## Attachment

A copy of the **Notice of Meeting**, pursuant to Section 23B of Chapter 39 of General Laws, with the **Certificate As To Service Of Notice Of A Regular Meeting** attached hereto, was read and ordered spread upon the minutes of this meeting filed for record.

## Certificate As To Service Of Notice Of Meeting

(Section 23B, Chapter 39, MA General Laws)

I, Charles Gaeta, the duly appointed, qualified and acting Secretary of the Lynn Housing Authority & Neighborhood Development, do hereby certify that on **November 9, 2012**, I filed, in the manner provided by Section 23B, Chapter 39, MA General Laws, with the Clerk of the City of Lynn, a **Notice of Meeting** of which the foregoing is a true and correct copy.

In Testimony Whereof, I have hereunto **November 9, 2012.**

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Charles Gaeta  
Secretary Ex-Officio