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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) 595-5089  
Application Intake & Screening (781) 581-6105

## 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 January 8, 2013.**

  
\_\_\_\_\_  
Secretary Ex-Officio  
Charles Gaeta

## Attachment

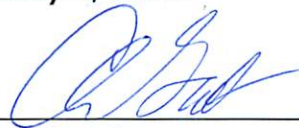
A copy of the **Notice of Meeting**, pursuant to Section 23B of Chapter 39 of General Laws, with the **Certificate As To Service Of Notice Of A Regular Meeting** attached hereto, was read and ordered spread upon the minutes of this meeting filed for record.

## 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 **January 8, 2013**, 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 **January 4, 2013.**

  
\_\_\_\_\_  
Charles Gaeta  
Secretary Ex-Officio



# LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT

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## 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 January 8, 2013 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 December 11, 2012**

#### **V. Various Thank you letters**

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

There are no correspondences for this month

#### **VII. NEW BUSINESS**

1. Update on Residential Assistance for Families in Transition (RAFT), HomeBASE and Emergency Solutions Grant.
2. Board vote, per the recommendation of Joe Scanlon, to open a new bank account for HomeBASE.
3. Audit close-out discussion.
4. Insurance policy renewal update.
5. Public Housing Agency (PHA) Plan discussion and certification.
6. Award contract in the amount of \$294,400.00 to Seaver Construction, Woburn Ma., for the handicap accessibility conversion of four (4) units at Wall Plaza.
7. Accept the substantial and final completion of the dumpster enclosure project at Curwin Circle. Work completed by GMH Fence Company in the amount of \$27618.59.
8. Award the contract for the Preventative Maintenance and Repair Service for Boilers and Related Equipment at various sites to Robert Irvine and Sons, Lynn Ma. Preventative Maintenance cost is \$17000 plus two (2) alternates totaling \$9000. Total cost of \$26000. Contract includes non-contract work hourly rates of \$108 for regular business hours and \$150 for non-business hours work. Developments included in this contract are Curwin Circle, Wall Plaza, Olive Street, Essex/Tilton and Green Street. The alternate work is \$4500 at Wall Plaza and \$4500 at Essex/Tilton.
9. Award contract for the three (3) story porch repairs at 116 Empire Street to Dandis Contracting, Canton Ma. pending DHCD approval. Contract cost is \$24800.
10. Approval to amend Allen & Major Associates Site Improvement (Paving) contract by \$600 to include Meadow Court improvement.
11. Discussion of Department of Housing & Community Development Public Housing Notices 2012-19- Lead Based Paint Legal Compliance, 2012-21- LHA Staff and Board Member Contact Information , 2012-22- Allowable Bond Funded Expenses.

#### **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