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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 May 10, 2011.**

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.

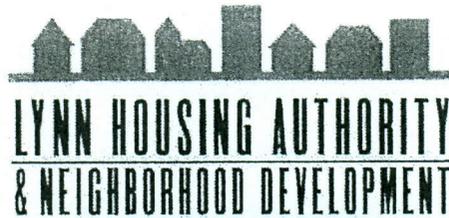
## Certificate As To Service Of Notice Of Meeting

(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 **May 4, 2011**, 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 **May 10, 2011.**

  
Charles Gaeta  
Secretary Ex-Officio



**LYNN HOUSING AUTHORITY  
& NEIGHBORHOOD DEVELOPMENT**

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Lynn, Massachusetts 01902

Executive Director  
Charles Gaeta

**BOARD OF COMMISSIONERS**

Curwin Circle Management Office (781) 598-3663  
State Housing Management Office (781) 592-1966/TDD  
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**AGENDA**

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held at 10 Church Street, Lynn, MA on **Tuesday, May 10, 2011 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 April 12, 2011**

**V. Various Thank you letters**

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

1. Correspondence to James Marsh, Development Director re: CDBG program

**VII. NEW BUSINESS**

1. Board vote, to approve audit firm recommended by selection committee, Joe Scanlon.
2. Board vote, per the recommendation of Joe Scanlon to change the Capitalization Policy for recording of Fixed Assets from a minimum of \$500 per item to \$2,000 per item.
3. Board vote, per the recommendation of Greg Matheson to discard obsolete computer equipment.
4. Board vote, per the recommendation of Greg Matheson to advertise for equipment needs for phone system.

**VIII. COMMITTEE REPORTS**

1. Monthly Treasurer's Report
2. Personnel Sub-Committee Report
3. Facilities & Construction Sub-Committee Report

**IX. PREVIOUSLY TABLED BUSINESS**

**X. ANY OTHER BUSINESS**

**XI. ADJOURNMENT**