



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

## **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 **Monday, April 14, 2014 at 12:00 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 March 11, 2014**
- V. Various Thank you letters**
- VI. Correspondences for Commissioners' Information and Files**  
There are no new correspondences for April

### **VII. NEW BUSINESS**

1. Request by Paul Gaudet that Board sign DHCD Lead Certification form, which is part of the process to access State Capital Improvement
2. Board vote to approve Mr. Gaeta signing expanded Joint Venture agreement with Winn Companies for redevelopment of Cobbett Hill Apartments.
3. Board vote for approval for Jane Schenkel of Edgemere Consulting to conduct an EIV Verification Income Training to staff.
4. Department of Housing and Community Development's MASS LEAP program.
5. Board vote, per recommendation of Charles Gaeta, to approve the following standard policies and procedures:  
Information Technology  
Rent Collection Policy  
State and Federal Tenant Selection Policy  
State and Federal Application Intake Occupancy Manual (includes One Strike and You're Out Policy)  
Section 3 Policy  
Limited English Proficiency Policy  
CORI/SORI Administrative Policy  
Cash Management and Investment Policy  
Procurement Policy  
Maintenance Policy  
Safety Policy  
Personnel Policy  
Et al
6. Board vote to award Contract to Brothers Electrical for the relocation of electric meter banks on 23 buildings at Curwin Circle. Contract cost \$170534.00
7. Board vote to approve the State Capital Improvement Plan submission for 2014
8. Board vote to award design services for the 2nd phase of crawl space pipe replacement at Meadow Court to Crowley Engineering. Design cost \$14800.00
9. Capital Plan submission update.
10. Budget presentation by Teresa Ewald and Joe Scanlon.

### **VIII. COMMITTEE REPORTS**

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

### **IX. PREVIOUSLY TABLED BUSINESS**

RECEIVED  
CITY CLERK'S OFFICE  
2014 APR - 9 P 3:05  
LYNN, MASS