

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

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

RECEIVED  
CITY CLERK'S OFFICE

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held at 10 Church Street, Lynn, MA on **Tuesday, April 14, 2015 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 March 10, 2015**
- V. Various Thank you letters**
- VI. Correspondences for Commissioners' Information and Files**
- VII. NEW BUSINESS**

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LYNN, MASS

1. Presentation of the survey results from the smoke free initiative and Board vote to proceed.
2. Board Vote on Final Certification and Submission of the FY 2015 Budget for State Public Housing.
3. Board vote needed to accept change order from GTC Construction on the Wall Plaza Phase III Handicap Unit Conversion Project. Change order was preapproved by Architect and LHAND Project Manager during construction. Total change order is \$7436.98.
4. Presentation by Joe Scanlon & Teresa Ewald on the 2016 Operating Budget.
5. Board vote to award contract to Cassidy Corp, Woburn Ma. for the paving of 35/39 Shepard Street. Construction cost is \$17629.00
6. Board vote to accept the substantial and final completion documents from Crowley Engineering for the Meadow Court Crawl Space Pipe Replacement Phase II project. Final cost to E. Amanti & Sons is 145028.38
7. Board vote to approve authorization for the Executive Director to enter into selected construction contracts costing under \$25000K. These will be for only DHCD Capital Improvement Plan projects previously approved by the Board. Contracts will be presented to Board at following month's meeting. Current projects will be identified at meeting.
8. Board vote to approve authorization to enter into future gas and electric commodities contracts with third party suppliers based upon the recommendation of commodities consultant Power Options
9. AT & T has requested to extent their existing antenna lease at Curwin Circle beyond 2017. Board vote for the approval to issue an RFP for the availability of lease space at Curwin Circle.
10. Board vote, per recommendation of Charles Gaeta, to approve the following standard policies and procedures:
  - Section 8 Federal HCV Administrative Plan (includes application intake and tenant selection policy)
  - Federal Public Housing Admissions and Continued Occupancy Policy (includes application intake, tenant selection and rent collection policy)
  - State Public Housing Management Manual (includes application intake, tenant selection and rent collection policy)
  - Limited English Proficiency Policy
  - VAWA Policy (Violence Against Women Act)
  - CORI/SORI Policy (Criminal and Sex Offender Inquiry)
  - Section 3 Policy
  - Cash Management and Investment Policy
  - Procurement Policy
  - Maintenance Policy
  - Safety Policy
  - Personnel Policy
  - Signatory Power
  - Information Technology
  - Et al
11. Update Board on issue regarding tenant at Meadow Court.

**VIII. COMMITTEE REPORTS**

1. Monthly Treasurer's Report
2. Personnel Sub-Committee
  - a. Full-Time Employee Status reviews from Harry MacCabe
3. Executive Director's Monthly Report of Activities

**IX. PREVIOUSLY TABLED BUSINESS**

**X. ANY OTHER BUSINESS**

ADJOURNMENT