

Lynn Housing Authority Development Group
10 Church Street
Lynn, MA 01902

Tuesday, March 10th, 2026
6:00 p.m.– Zoom

AGENDA

REC'D CITY CLERK OFFICE
MAR 5 '26 AM8:55

- I. Roll Call of Directors
- II. LHADG, Inc. staff present and guests noted
- III. New Business

1. Board of Commissioners to vote to engage LHAND as administrator for the operations of LHADG. In the administration of said non-profit as instructed by the Board of Directors. The parties here to agree that this contract shall commence on April 1, 2026 and shall end on March 31, 2027 with a fixed fee of \$5000. This agreement will automatically renew for a one-year period unless terminated by either party



Administration Office (781) 581-8600
 Administration Fax (781) 592-6296
 Neighborhood Development (781) 581-8600
 Neighborhood Development Fax (781) 593-4350
 Rental Assistance (781) 581-8700
 Rental Assistance Fax (781) 586-9478

10 Church Street
 Lynn, Massachusetts 01905
 Executive Director
 Charles Gaeta

Curwin Circle Management Office (781) 598-3663
 State Housing Management Office (781) 581-8700
 Wall Plaza Management Office (781) 581-8606
 Maintenance Office (781) 598-3434
 Admissions Office (781) 581-8760
 TTY (781) 477-2837

BOARD OF COMMISSIONERS

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held on Zoom, Meeting ID: 873 8825 4268 - Passcode: 380905 – March 10, 2026, at 5:00 p.m.

**REC'D CITY CLERK OFFICE
 MAR 5 '26 AM 8:54**

- 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 February 10, 2026
- V. Correspondences for Commissioners' Information and Files

VI. NEW BUSINESS

1. Board of Commissioners to review and vote on the design fee proposed by MacRitchie Engineering Inc. and approved by EOHLIC. MacRitchie Engineering Inc. will be designing the replacement of the Simplex Fire Alarm System for 667-4, Caggiano Plaza. The fee for design services is \$23,700.00.
2. Board of Commissioners to review and vote on the lowest and most responsive bid for LHAND's Elevator Preventive Maintenance Contract. Motion Elevator Corporation submitted the lowest bid for \$108,000.00. The contract is for a period of three years.
3. Board of Commissioners to review and vote on the lowest and most responsive bid for LHAND's Curwin Circle Vacant Unit Renovation IFB Published on February 4, 2026.
4. Board of Commissioners to review and vote on entering into a memorandum of agreement with North Reading Transportation. The agreement is for a period of four years and will service the residents of Lynn Housing Authority in the event of an emergency evacuation of residents. In the event this Agreement is activated and NRT assets are deployed, NRT may invoice LHAND based on the total allocated cost per mile and cost per hour at a rate of \$4.00 per mile and \$45.00 per hour.
5. Board of commissioners to review the proposed agreement between Lynn Housing Authority and the Lynn Police Department regarding the LPR system at Curwin Circle.
6. Board of Commissioners to be updated on the status of Caggiano Plaza and ongoing repairs.
7. Board of Commissioners to review Obtek Service Inc.'s Change order for \$48,047.72 for the Curwin Circle Unit repair contract originally awarded for \$100,000.00.
8. Board of Commissioners to vote on increasing United Way Utility fund support dollars to consumers. At the program's inception, we intentionally designed it to be low-barrier and simple to access, including the implementation of a one-page request form. At that time, based on prevailing utility costs and the level of funding available. Today we are looking to increase the level of funding available as follows; increase of original allotment for Subsidized tenants from \$500 to \$750 and Unsubsidized tenants from \$1000 to \$1500. These adjustments would allow the program to remain responsive and meaningful in today's economic climate while continuing to support the families it was designed to serve.
9. Board of Commissioners approval to request Emergency Housing Voucher (EHV) Waiver from HUD
10. Board of Commissioners approval to update Administrative Plan language to provide additional clarity for Emergency Housing Voucher (EHV) and Foster Youth to Independence (FYI) Programs
11. Board of Commissioners approval to update Administrative Plan language with EHV Preference
12. Board of Commissioners approval to apply for Foster Youth to Independence (FYI) Vouchers
13. Board of Commissioners to vote on agreement entered into between Neighborhood Development Associates, Inc., (hereinafter called the "Agency") of Lynn, Massachusetts, and Lynn Housing Authority and Neighborhood Development (hereinafter called the "Contractor") of Lynn, Massachusetts
 - Contractor shall bill the Agency annually at a rate not to exceed \$30,000.00

VII. NEW BUSINESS/COMMITTEE/REPORTS

1. Personnel Sub-Committee
2. Monthly Reports

VIII. ANY OTHER BUSINESS

1. United Way - United Response Fund (URF) Family Emergency Financial Assistance – Utility Grantee.
 - o Grant Amount: \$26,250.00 – Utility Assistance Only
 - o Grant Period: February 1, 2026 to June 30, 2026

ADJOURNMENT