

LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT

MINUTES OF REGULAR MEETING

April 12, 2022

Regular Meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners was held on this **April 12, 2022** via Zoom.

The Meeting was called to Order at 5:00 P.M.

On roll call those Members answering present were: Steve Martin, Laura Walsh, Sue McGinnis-Lang and Robert Muise.

Staff members present at the meeting were: Charles Gaeta, Carly McClain, Michelle D'Amico, Paul Gaudet, John Ladd, Sara Johnson, Erin Sheehan, Rosario Fresco, Michelle Lyons, Peggy Phelps, Jeff Weeden, Kiara Palomares, C.J. Mihos.

Guests: None

The following documents were submitted in Compliance with Chapter 626 of the Acts of 1958.

Notice of Meeting
Certificate as to Notice of Meeting
Certificate of City Clerk

Moved by Robert Muise and Sue McGinnis-Lang to accept the minutes of the March 14, 2022 meeting.

Voted unanimously by all Members present:

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

The Chair declared the Motion carried.

RentCafe Portal Package

Paul Gaudet was present to Request Board approval for the RentCafe Portal Package in the total amount of \$38,333.33. A motion was made by Sue McGinnis-Lang and seconded by Robert Muise to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

The Chair declared the Motion carried.

North Shore Community College Training Courses

John Ladd was present to update the board on the progress LHAND employees have been making with the NSCC Excel and Writing courses.

Overdue Re-Exams

Erin Sheehan was present to update the Board on the progress of the overdue Re-Exams.

Landlord Abatements

Erin Sheehan was present to update the Board on recent landlord abatements.

Fair Market Rents (FMRs)

Michelle Lyons was present to update the Board on Boston are Fair Market Rents (FMRs) revised by HUD which were based on valid requests for reevaluation from DHCD and Section 8 Administrators Association.

New Flat Rents

Michelle Lyons was present to request the Board vote to approve the new flat rents for public housing based on HUD FMRs. A motion was made by Sue McGinnis-Lang and seconded by Steve Martin to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

The Chair declared the Motion carried.

New Payment Standards

Michelle Lyons was present to request the Board vote to approve the new payment standards for federal rental assistance based on revised HUD FMRs. A motion was made by Steve Martin and seconded by Robert Muise to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

The Chair declared the Motion carried.

LHAND Standard Policies and Procedures

Michelle Lyons was present to request the Board vote to approve the following standard policies and procedures:

- o Section 8 Federal HCV Administrative Plan (includes application intake and tenant selection policy)
- o Federal Public Housing Admissions and Continued Occupancy Policy (includes application intake, tenant selection and rent collection policy)
- o State Public Housing Management Manual (includes application intake, tenant selection and rent collection policy)
- o Limited English Proficiency Policy
- o VAWA Policy (Violence Against Women Act)
- o CORI/SORI Policy (Criminal and Sex Offender Inquiry)
- o Section 3 Policy
- o Cash Management and Investment Policy
- o Procurement Policy

A motion was made by Robert Muise and seconded by Steve Martin to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muisse	Yes

The Chair declared the Motion carried

LHAND Personnel Policy

John Ladd was present to request the Board vote to approve updates and changes to the Personnel Policy. A motion was made by Robert Muisse and seconded by Steve Martin to accept.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muisse	Yes

The Chair declared the Motion carried

Caggiano Plaza Air Conditioning Project

Charles Mihos was present to request the Board vote to approve the change order request for the air conditioning project at Caggiano Plaza in the amount of \$8,392.92. A motion was made by Sue McGinnis-Lang and seconded by Robert Muisse.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muisse	Yes

The Chair declared the Motion carried.

Edgemere Consulting

Charles Mihos was present to request the Board vote to approve awarding Edgemere Consulting with the contract for providing planning services, technical advice, and assistance in connection with the preparation and submission of the HOME ARP Allocation Plan required by the U.S. Department of Housing and Urban Development ("HUD"). A motion was made by Steve Martin and seconded by Robert Muisse to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muisse	Yes

The Chair declared the Motion carried.

LHAND's Published Advertisements

Charles Mihos and Peggy Phelps were present to update the board on LHAND's published advertisements, which were published on April 7, 2022, for the following RFP's related to the lead program:

- Licensed Lead Inspector
- Community Based Outreach Organizer
- An organization to perform Healthy Homes Outreach

- A non-profit organization to perform marketing and development through existing rehab and revitalization efforts for the lead abatement program

Resolution Architects

Charles Mihos was present to request the Board vote to approve the change order request from Resolution Architects regarding Kitchen and Baths at Webster and Empire Street. A motion was made by Sue McGinnis-Lang and seconded by Robert Muise to accept.

Voted unanimously by all Members present.

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

The Chair declared the Motion carried.

Personnel Subcommittee

The Board discussed the contents of the Personnel Subcommittee. A motion was made by Sue McGinnis-Lang and seconded by Robert Muise to accept the report as presented.

On roll call the vote was as follows:

Laura Walsh	Yes
Steve Martin	Yes
Susan McGinnis-Lang	Yes
Justin Anshewitz	Absent
Robert Muise	Yes

Meeting adjourned at 5:45 PM


Charles Gaeta, Executive Director