

**LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT**

**MINUTES OF REGULAR MEETING**

**December 20, 2021**

Regular Meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners was held on this **December 20, 2021** via Zoom.

The Meeting was called to Order at 12:00 P.M.

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

Staff members present at the meeting were: Charles Gaeta, Cary McClain, Michelle D'Amico, Paul Gaudet, John Ladd, Sara Johnson, James Finigan, Rosario Fresco.

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 Sue McGinnis-Lang and Steve Martin to accept the minutes of the November 15, 2021 meeting.  
Voted unanimously by all Members present:

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

The Chair declared the Motion carried.

**LHAND HCV Set Aside Vouchers**

Michelle D'Amico Request Board approval to create a Set-Aside of 25 vouchers from LHAND's Housing Choice Voucher allocation to be used in a collaboration with the Lynn Public Schools to assist homeless families with students in the Lynn Public School system. Initially, 10 vouchers will be issued to establish the process. This initiative will include supportive services to assist the families.

A motion was made by Sue McGinnis-Lang and seconded by Steve Robert Muise to accept.

Voted unanimously by all Members present.

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

The Chair declared the Motion carried.

**Transfer of 1999 Ford Truck to DPW**

James Finigan was present to request the Board vote to approve the transfer of our 1999 Ford Pick Up Truck to the Lynn DPW at no cost, to be used for parts. Truck is no longer road worthy.

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	Yes
Robert Muise	Yes

The Chair declared the Motion carried.

**LHAND ESG Contract**

Sara Johnson was present to request the Board vote to approve the signing of the contract between the LHAND and the City of Lynn regarding ESG Funds.

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	Yes
Robert Muise	Yes

The Chair declared the Motion carried.

**HCV Admin plan updates**

Michelle Lyons was present to request the Board vote to approve the LHAND Housing Choice Voucher Administrative Plan updates on required and recommended language per policy update services of Nan McKay & Associates

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	Yes
Robert Muise	Yes

The Chair declared the Motion carried.

**RAFT and ERAP Programs**

Sara Johnson was present to update the Board on current RAFT and ERAP program changes

**United Way Thanksgiving Program**

Michelle D'Amico was present to update the Board on the 2021 Thanksgiving Program

**Executive Director's Monthly Report of Activities**

The Board discussed the contents of the Executive Director's Monthly Report of Activities.  
A motion was made by Steve Martin 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	Yes
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 Robert Muise and seconded by Steve Martin 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	Yes
Robert Muise	Yes

Meeting adjourned at 12:35 PM



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Charles Gaeta, Executive Director