

**LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT**

**MINUTES OF REGULAR MEETING**

**May 17, 2022**

Regular Meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners was held on this **May 17, 2022** at 10 Church Street, Lynn, MA.

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

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

Staff members present at the meeting were: Charles Gaeta, Carly McClain, Erin Sheehan, Rosario Fresco, Michelle Lyons, Jeff Weeden, Kiara Palomares, C.J. Mihos, and

Guests: Teresa Ewald

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 Susan McGinnis-Lang and Robert Muise to accept the minutes of the January 24, 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.

**Overdue Re-Exams**

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

**Edgmere Consulting Corporation Contract**

Michelle Lyons was present to request the Board vote to award the contract to Edgmere Consulting Corporation for Lynn Housing Authority & Neighborhood Development consulting services. A motion was made by Susan 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.

**Change Order Request to Remove and Replace Closet**

C.J. Mihos was present to request the Board vote to approve the change order request to remove and replace the closet blocking in 30 units as well as new electrical panels in the nurses unit, totaling a sum of \$7,474.84 and adding five additional calendar days.

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

Voted unanimously by all Members present.

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

The Chair declared the Motion carried.

**Change Order Request to Fix Stove Breakers**

C.J. Mihos was present to request the Board vote to approve the change order request to fix an issue with new stoves' tripping breakers.

A motion made by Susan McGinnis-Lang and seconded by Robert Muike to approve.

Voted unanimously by all Members present.

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

The Chair declared the Motion carried.

**Certificate of Substantial Completion & Certificate of Completion**

C.J. Mihos was present to request the Board vote to approve Certificate of Substantial Completion and Certificate of Final Completion for the kitchen and bath upgrades at Webster and Empire Street.

A motion made by Steve Martin and seconded by Susan McGinnis-Lang to approve.

Voted unanimously by all Members present.

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

The Chair declared the Motion carried.

**Capital Fund Program**

C.J. Mihos was present to request the Board vote to approve the additional funding received for CFP 2022. The Grant amount is \$1,617,215, which is an increase of \$284,732 or 21%.

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

Voted unanimously by all Members present.

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

**Wall Plaza Fire Pumps**

C.J. Mihos was present to update the board on the Wall Plaza fire pumps.

**Housing Production Plan**

Jeff Weeden was present to update the board on the inclusionary zoning and receivership component of the Housing Production Plan.

**FY 2023 FINANCIAL REVIEW**

Teresa Ewald and Rosario Fresco were present to request The Board the following Financial and Fiscal items:

1. State Housing Year End Financials Statements
2. Certification of the Year End Statements
3. Certification of the 5 top employees
4. Lead form

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.

**FY2022 OPERATING BUDGET**

Teresa Ewald and Rosario Fresco were present to request The Board vote to approve the FY 2022 Operating Budget. Including salaries, rates and annual increases.

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 Muise	Yes

The Chair declared the Motion carried.

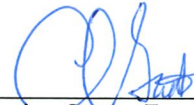
**Personnel Subcommittee**

The Board discussed the contents of the Personnel Subcommittee. A motion made by Sue McGinnis-Lang 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	Absent
Robert Muise	Yes

Meeting adjourned at 6:30 PM



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Charles Gaeta, Executive Director