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10 Church Street  
Lynn, Massachusetts 01905

Executive Director  
Charles Gaeta

2019 APR - 11 P 2:50  
Curwin Circle Management Office (781) 598-3663  
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Wall Plaza Management Office (781) 581-8606  
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**BOARD OF COMMISSIONERS**  
**AGENDA**

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held at 10 Church Street, Lynn, MA on April 9, 2019 at 5:30p.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 9, 2019
- V. Correspondences for Commissioners' Information and Files
- VI. NEW BUSINESS
  1. Board vote to award the LHAND Programs Consultant RFP contract to Edgemere Consulting as chosen by the Evaluation Committee. This would be the 1st year of the contract with 2 available extension years at a maximum of \$ 32,000 per year.
  2. Board vote to purchase a new Chevrolet 2500 Cargo Van – for the Maintenance Dept. - from Liberty Chevrolet at a price of approximately \$ 31,000. – State Bid List.
  3. Board vote to accept the revised income limits for admission to and Fair Markets Rents for continued occupancy in State-Aided Public Housing and participation in the AHVP.
  4. 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 Policy
    - Review and approval of Reexam Protocol
    - Review and approval of the Internal Audit Process
    - Review and approval of Performance Improvement Plan
    - Et al

5. Board vote to approve Nan McKay to update Section 8 HCV Administrative Plan and Federal Public Housing Admissions and Continued Occupancy Policy.
6. Board vote to approve Nan McKay Administrative Plan & ACOP Consulting Services at a cost of \$9,147.00.
7. Board to be updated and vote on the Edgemere Consultants Executive Summary, along with next steps for Edgemere Plan.
8. Board to be updated on the Regional Capital Assistance Team (RCAT) Waiver.

**COMMITTEE REPORTS**

1. Monthly Treasurer's Report
2. Personnel Sub-Committee
3. Executive Director's Monthly Report of Activities

**VII. PREVIOUSLY TABLED BUSINESS**

1. Board to be updated on legal issues and fees.

**VIII. ANY OTHER BUSINESS**

ADJOURNMENT