

## **REGULAR MEETING of August 22, 2022**

The members of the Chelmsford Housing Authority met in Regular Session on August 22, 2022 at 5:00 p.m. at 10 Wilson St., Chelmsford, MA 01824.

### **1.) SCHEDULED APPOINTMENTS**

None

### **2.) ROLL CALL**

The meeting was called to order by M. Murray. Upon roll call, attendance was as follows:

#### **PRESENT**

M. Murray  
D. Marcaurelle  
W. Mauriello  
J. O'Connor  
G. Mueller

#### **ABSENT**

### **3.) CONSENT AGENDA**


On a motion by G. Mueller, seconded by W. Mauriello, it was voted unanimously to approve the consent agenda, i.e. the minutes of the meeting of June 21, 2022, bills, Treasurer's report and Executive Director's reports dated July 26, 2022 and August 2, 2022.

### **4.) NEW BUSINESS**

- a) **Review and approve budgets for CHOICE Inc. Developments and CHEP, Inc.** On a motion by D. Marcaurelle, seconded by W. Mauriello, it was voted unanimously to approve both budgets as presented.
- b) **Review and approve proposal to enter into contract with the Town of Chelmsford for IT Services.** On a motion by G. Mueller, seconded by W. Mauriello, it was voted unanimously to enter into contract with the town effective January 1, 2023.
- c) **Review and approve update of Family Self-Sufficiency Plan.** On a motion by G. Mueller, seconded by W. Mauriello, it was voted unanimously to approve the update subject to HUD approval.
- d) **Review and approve low bidder for paving repairs at the North Village Campus in the amount of \$78,619.** On a motion by D. Marcaurelle, seconded by G. Mueller, it was voted unanimously to award the contract for paving repairs to Site Improvements, Inc..
- e) **Review and approve change orders associated with sewer line and bathroom update at Chelmsford Arms.** On a motion by W. Mauriello, seconded by G. Mueller, it was voted unanimously to approve the change orders associated with the project.
- f) **Review and approve of Bonus Incentive Structure.** On a motion by W. Mauriello, seconded by G. Mueller, it was voted unanimously to approve the Bonus Incentive Structure as presented in the work session convened ahead of the regular meeting.
- g) **Discussion/approval of payoff of loan for Lynn Marcella Residences from Affordable Restricted and CHOICE, Inc. Funds.** On a motion by G. Mueller, seconded by W. Mauriello, it was voted unanimously to approve the loan payoff.
- h) **Review and approve the execution of all documents associated with the closing of Helena Crocker Residences and authorize all signatories to sign on behalf of CHA and CHOICE.** On a motion by G. Mueller, seconded by D. Marcaurelle, it was voted unanimously to approve the execution of all documents in relation to the closing and to authorize all signatories.
- i) **Discussion/approval of investment funds.** This item of business was tabled to allow D. Hedison to do further research.
- j) **Review and approve year-end certifications for State Housing as required.** On a motion by J. O'Connor, seconded by G. Mueller, it was voted unanimously to approve the year-end certifications.

On a motion by G. Mueller, seconded by J. O'Connor, it was voted unanimously to adjourn the meeting at 5:35 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Lisa Singleton', with a long horizontal flourish extending to the right.

Lisa Singleton