

REGULAR MEETING of December 6, 2021

The members of the Chelmsford Housing Authority met in Regular Session on December 6, 2021 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 F. Ramseyer. Upon roll call, attendance was as follows:

PRESENT	ABSENT	VISITORS
M. Murray	D. Marcaurelle	
F. Ramseyer		
W. Mauriello		
J. O'Connor		

3.) CONSENT AGENDA

On a motion by F. Ramseyer, seconded by W. Mauriello, it was voted unanimously to approve three items on the consent agenda, i.e. the minutes of the October 13, 2021 meeting, the bills, and the Executive Director's report. The Treasurer's report was not presented.

4.) NEW BUSINESS

- a) **Review and approve disposal of fixed assets valued at \$9,600.95. On a motion by F. Ramseyer, seconded by W. Mauriello, it was unanimously voted to approve the disposal of fixed assets in the amended amount of \$9,600.98.**
- b) **Review and approve awarding of one-year contract for Fire Alarm/Suppression Testing Maintenance and Repair in the amount of \$45,700. On a motion by F. Ramseyer, seconded by W. Mauriello, it was unanimously voted to award the contract to Fire Equipment, Inc.**
- c) **Review and approve awarding of one-year contract for Electrical Service and repair in the amount of \$5,475. On a motion by F. Ramseyer, seconded by W. Mauriello, it was voted unanimously to award the contract to Your Electrical Solutions, Inc.**
- d) **Review and approve implementation of Language Access Plan. On a motion by F. Ramseyer and W. Mauriello, it was voted unanimously to approve the Language Access Plan.**
- e) **Review and approve implementation of the Affirmative Action Plan. On a motion by F. Ramseyer, seconded by W. Mauriello, it was unanimously voted to amend the motion to read: "Review and approve the implementation of the Affirmative Action Plan and to be provided a written update from DHCD as to how and when a system will be in place in order for the Housing Authority to comply." On a motion by F. Ramseyer, seconded by W. Mauriello, it was unanimously voted to amend the motion.**
- f) **Review and approve \$259,935.16 in Formula Funding for FY25 and authorize the Executive Director to execute the award in that amount. On a motion by F. Ramseyer, seconded by W. Mauriello, it was voted unanimously to approve the funding and authorize the Executive Director to execute the award.**

On a motion by F. Ramseyer, seconded by W. Mauriello, it was voted unanimously to adjourn the meeting at 5:16 p.m.

Respectfully Submitted,



Lisa Singleton