

REGULAR MEETING of June 21, 2022

The members of the Chelmsford Housing Authority met in Regular Session on June 21, 2022 at 4:00 p.m. at 10 Wilson St., Chelmsford, MA 01824.

1.) SCHEDULED APPOINTMENTS

None

2.) ROLL CALL

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

PRESENT

D. Marcaurelle

W. Mauriello

J. O'Connor

G. Mueller

ABSENT

M. Murray

3.) CONSENT AGENDA

On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to approve three items on the consent agenda, i.e. the minutes of the April 11 and May 23, 2022 meetings and the bills. The Treasurer's Report and the Executive Director's report were not presented.

4.) NEW BUSINESS

- a) **Review and approve the salary increases as presented.** On a motion by G. Mueller, seconded by J. O'Connor, it was unanimously voted to approve the total salary expenditures to be \$3,701,874 for FY starting July 4, 2022. It is noted that the ED salary is increasing 5% based on DHCD guidelines to \$261,660 which is included in this total.
- b) it was unanimously voted to approve the bottom line of the salary increases as presented.
- c) **Review and approve update of Employee Handbook.** On a motion by J. O'Connor, seconded by G. Mueller, it was voted unanimously to approve the updated policy.
- d) **Review and approve CFA 5001 in the amount of \$358,426.** On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to approve CFA 5001.
- e) **Review and approve CFA for RCAT Northeast in the amount of \$835,510.** On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to approve CFA for RCAT Northeast.
- f) **Review award letters of additional CFSs in the amounts of \$5,081, \$6,050, and \$46,618.** On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to accept the awards.
- g) **Review and approve change order in the amount of \$45,911 for rehab of Sheila Avenue home.** On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to approve the change order.
- h) **Review and approve the Section 8 Five-Year Plan.** On a motion by G. Mueller, seconded by W. Mauriello, it was voted unanimously to approve the plan and authorize D. Hedison to submit it to HUD.
- i) **Review and approve update of the Reasonable Accommodation Policy.** On a motion by G. Mueller, seconded by J. O'Connor, it was voted unanimously to approve the updated policy.
- j) **Discussion of surpluses and next steps.** This item of business was tabled for a future meeting.
- k) **Review and approve rejection of Grounds Maintenance low bid.** On a motion by G. Mueller, seconded by J. O'Connor, it was unanimously voted to approve the reject of the bid as only one bid was received and the outcome was not considered competitive.

On a motion by G. Mueller, seconded by J. O'Connor, it was voted unanimously to adjourn the meeting at 6:05 p.m.

Respectfully Submitted,



Lisa Singleton