

REGULAR MEETING of March 13, 2023

The members of the Chelmsford Housing Authority met in Regular Session on March 13, 2023, at 10 Wilson Street, Chelmsford, MA.

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

ABSENT

G. Mueller

PARTIAL ATTENDANCE

M. Murray (arrived for discussion on New Business "Item F" and subsequent votes)

3.) PUBLIC COMMENT HEARING ON PROPOSED ANNUAL PLAN FOR FY2024

There were no public comments made on the proposed Annual Plan for FY24.

On a motion by J. O'Connor, seconded by W. Mauriello, it was voted unanimously to approve the Fiscal Year 2024 Annual Plan.

4.) CONSENT AGENDA

On a motion by W. Mauriello, seconded by J. O'Connor, it was voted unanimously to approve the consent agenda, i.e. the minutes of the regular meeting of January 9, 2023 and the Executive Director's Report dated January 25, 2023.

5.) NEW BUSINESS

- a) **Review and approve Fair Housing Marketing Plan.** On a motion by W. Mauriello, seconded by J. O'Connor, it was unanimously voted to approve the revised Fair Housing Marketing Plan.
- b) **Review and approve Reasonable Accommodation Plan.** On a motion by W. Mauriello, seconded by J. O'Connor, it was unanimously voted to approve the revised Reasonable Accommodation Plan.
- c) **Review and approve Language Access Plan.** On a motion by W. Mauriello, seconded by J. O'Connor, it was unanimously voted to approve the revised Language Access Plan.
- d) **Review and approve RFP for the acquisition of real property purchase for available office space.** D. Hedison presented the RFP for the acquisition of real property purchase for available office space to the Board as the CHA staff has outgrown the current space and will need to relocate during the renovations to McFarlin Manor. On a motion by J. O'Connor, seconded by W. Mauriello, it was unanimously voted to approve the RFP for the acquisition of real property.
- e) **Review and approve low bidder for Fire Alarm upgrades at Groton Road and Highland School.** On a motion by J. O'Connor, seconded by W. Mauriello, it was unanimously voted to approve the low bidder for the Fire Alarm upgrades at Groton Road and Highland School and authorize D. Hedison to execute all related documentation.
- f) **Review and approve criteria for remote work.** Checklist for remote work was reviewed and the Board would like to discuss further. Tabled to April meeting for further discussion.
- g) **Review and approve awarding of one-year contract for Housing Quality Standards (HQS) Inspection Services to lowest and most qualified bidder.** Discussion took place on the need for a new HQS Inspection Services. On a motion by W. Mauriello, seconded by J. O'Connor, it was unanimously voted to approve the one-year contract for Housing Quality Standards (HQS) Inspection Services to lowest and most qualified bidder.
- h) **Review and approve awarding of one-year contract for Cleaning Services to low bidder.** On a motion by M. Murray, seconded by W. Mauriello, it was unanimously voted to approve the contract for Cleaning Services to lowest bidder.
- i) **Review and approve DLS minimum wage rates for Maintenance Staff, effective April 1, 2023.** DLS has not yet published the new wage rates. If the wage rates are published before March 31, 2023, a Board Meeting will be held to review possibly vote to approve.

On a motion by J. O'Connor, seconded by W. Mauriello, it was voted unanimously to adjourn the meeting at 5:55 p.m.

Respectfully Submitted,



Christina Andersen