

MAYNARD HOUSING AUTHORITY
15 POWDERMILL CIRCLE
MAYNARD, MASSACHUSETTS 01754

BOARD OF COMMISSIONERS
Bill Cranshaw
Judith Peterson
Matthew Preys
Richard Greenaway

Regular Meeting
March 31, 2025, at 2:00 pm

Members present: Chair, William Cranshaw (WC), Judith Peterson (JP), Matthew Preys (MP), Richard Greenaway (RG)

No Public present.

Call to Order: The meeting was called to order at 2:00 pm.

Minutes from February 24, 2025, regular board meeting were reviewed. No discussion. Motion by MP to Approve minutes as written, Seconded by JP. The vote was unanimous 3 – 0, RG abstained.

Vonnie Morris (VM) discussed Amendment #11 for Contract for Financial Assistance (CFA) 5001 in the amount of \$162,676.31. The funds are for Formula Funds (FF) FY2027, 174029 – Septic pump repairs, FF for FY2028 & Aging in Place Award. This Contract for Financial Assistance, expiring June 30, 2028. Motion by WC to Approve CFA 5001 in the amount of \$162,676.31, Seconded by RG. The vote was unanimous 4 – 0.

VM discussed the FYE2024 Write-offs for tenants no longer in possession of Powdermill Circle and Dawn Grove. After brief discussion, Motion by MP to Approve the bad debt write-off in the amount of \$20,055.00 for Powdermill Circle, Seconded by RG. The vote was unanimous 4 – 0. Then a Motion by MP to write off bad debt in the amount of \$1,360.58 for Dawn Grove, Seconded by RG. The vote was unanimous 4 – 0.

During February meeting, a copy of the updated No Smoking Policy and Lease Addendum was discussed. During discussion a change in verbiage in #2 was requested. This change was made. After brief discussion, Motion to Approve the updated No Smoking Policy & Lease Addendum for all properties by MP, Seconded by RG. The vote was unanimous 4 – 0.

The Executive Director (ED) provided board members with a copy of the signed Notice to Proceed with Marino Construction for Rear Deck and Rail Replacement project at Powdermill Circle.

ED provided Board with a copy of the contract between MHA and Gail Neibaur to make updates to MHA's Tenant Selection Plan (TSP), AFHMP and EIV policies to include HOTMA rules.

ED discussed the need to approve on an annual basis Wage Match, v3. After brief discussion, Motion to Approve Wage Match v3 by MP, Seconded by WC. The vote was unanimous 4 – 0.

VM provided a copy of Department of Labor Standards minimum wage rates for Maintenance

Personnel effective April 1, 2025. No discussion. Motion to Approve Department of Labor Standards Wage Rates effective April 1, 2025, by RG, Seconded by JP. The vote was unanimous 4 – 0.

All bills and warrants were reviewed and executed properly.

Next meeting was scheduled for April 28, 2025, at 2 pm.

A motion to adjourn was made by RG, Seconded by WC. The vote was unanimous 4 - 0.

The meeting adjourned at 2:15 pm.

Date approved: _____