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## **MAYNARD HOUSING AUTHORITY**

**15 POWDERMILL CIRCLE  
MAYNARD, MASSACHUSETTS 01754**

## **BOARD OF COMMISSIONERS**

**Bill Cranshaw  
Judith Peterson  
Matthew Preys  
Richard Greenaway**

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### **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: \_\_\_\_\_