



MEETING MINUTES
January 5, 2023
via Zoom
4:00 PM

1. Roll Call

The meeting was called to order at 4:01 PM.

Members Present

Stephanie Chrobak
Stephan Bader
Edward Larner
Rick Eifler
Charles Phillips

Members Absent

Others Present

Jennifer Polito, Executive Director
Linda Escobedo, Select Board

2. Consent Agenda

- a. To approve minutes of the regular meeting of December 1, 2022
- b. To approve minutes of the special meeting of December 19, 2022
- c. To approve fee accountant financials November 2022
- d. To approve payment of the bills/Section 8 disbursements December 2022
- e. To approve State Property Insurance – Hays Companies \$22,644

VOTED: On a motion by Mr. Eifler and seconded by Mr. Phillips to approve the consent agenda.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.1

3. Old Business

a. Development Update/Opportunities

Mr. Eifler updated the group. The Commonwealth Ave. project with Habitat for Humanity is under construction and foundation is in. Mr. Eifler did substantial research on 1031 Main St. It was determined that access is shared with Staffordshire Condominiums. The idea is to build a one-bedroom handicap accessible unit. We would need to request a sewer waiver and seed money from Concord Municipal Affordable Housing Trust. The CHA will keep an eye on any of the units at Staffordshire Condos that come up for sale and then consider an opportunity to purchase. Mr. Eifler and Ms. Polito will reach out to Staffordshire Condos to see if we can be placed on their Annual Meeting agenda to begin discussions with the possibility of 1031 Main St.

VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to approve Mr. Eifler and Ms. Polito to pursue planning and development of a one-bedroom handicap accessible unit at 1031 Main St.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.2

b. CHA Local Properties, LLC

None.

c. Board Member Reports on Committees Attended

Mr. Phillips attended the CPC meeting which approved a slate of items for the Annual Town Meeting. Mr. Bader attended the Select Board Meeting where they voted to approve the Concord Housing Production Plan which will now go to DHCD for approval. Mr. Bader also attended the CHDC meeting. They have a meeting scheduled next week and are moving towards filling an open vacancy on their board. Mr. Eifler attended the RCAT Meeting where it was discussed the importance of MassNAHRO securing excess ARPA money to be steered towards housing authority capital projects.

d. Update on CHA Resident Board Member Timeline

A letter has been sent to the Town Clerk. More details on how to submit nominations will be sent to all residents in mid-February. A brief newsletter article was posted in the December Newsletter and will also be posted in February Newsletter. The local newspaper also has interest in running a story.

4. New Business

a. Performance Management Review

The PMR was sent to all members from DHCD. Results were positive. We are in a published year so it will be available to the public as well as in our 2024 Annual Plan.

b. Peter Bulkeley Terrace DHCD Audit

Audit was completed and there were no findings.

c. Resident Service Coordinator (RSC) MOU with Minuteman Senior Services

A draft MOU was sent to all members. Staff is looking forward to having someone on board. It was suggested that when we have secured a new RSC we also let residents know they are welcome to receive a FOB even if they are not a resident of PBT.

VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips to approve the Memorandum of Understanding with Minuteman Senior Services for RSC services.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.3

d. Housing Related Warrant Items for Special Town Meeting

The board briefly discussed the upcoming warrant items.

VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to support Town Meeting Articles 2, 3 and 4 at the Concord Special Town Meeting on January 19.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.4

e. Executive Director Report

Ms. Polito informed the board that 3 fraudulent checks totaling \$115k were cashed from the CHA Revolving Account. The checks were reproduced to look like CHA checks, but they were not. The Concord Police Department has been notified and is investigating. At the time of the meeting, we had secured \$45k back. Citizens Bank has filed claims to capture the remaining funds. Citizens Bank has requested that we enroll in "positive pay" which requires an upload to their website each time we write a batch of checks, and only the checks uploaded will be allowed for process. The fee is \$1,800 a

year. We have also closed the current account and opened a new account as the recommendation of our fee accountant.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve Executive Director to sign resolution allowing a new checking account at Citizens Bank to replace account that was subject to fraud.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.5

5. Public Comment

Select Board Member Escobedo noted that the housing roundtable and Housing Production Plan are unifying ways that we will work together on agreed upon goals. Resident Suarez recommended another session on Banking Fraud by the CPD.

6. Adjournment of Meeting

VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to adjourn at 5:22 PM.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 1523.6

Respectfully submitted by:

Jennifer M. Polito, Secretary

January 5, 2023

Summary of Documents referenced include the following:

- Meeting Agenda
- Minutes of regular meeting of December 1, 2022
- Minutes of the special meeting of December 19, 2022
- November Financials
- December Check Detail/HAP Disbursement
- Hays Property Insurance Invoice
- PHN Property Insurance
- Performance Management Review (PMR) Final Closeout
- Peter Bulkeley DHCD Audit
- Resident Service Coordinator Documents
- Certificate of Substantial Completion – Boilers at Powder Mill Rd.
- Executive Director Report