



**MEETING MINUTES**  
**January 6, 2021**  
**via Zoom**  
**4:00 PM**

**1. Roll Call**

The meeting was called to order at 4:03 PM.

**Members Present**

Richard Eifler  
Stephanie Chrobak  
Stephan Bader  
Edward Larner  
Charles Phillips

**Members Absent**

**Others Present**

Jennifer Polito, Executive Director  
Linda Escobedo, Select Board  
Liz Rust, RHSO

**2. Consent Agenda**

- a. To approve minutes of the regular meeting of December 2
- b. To approve minutes of the special meeting of December 9
- c. To approve minutes of the special meeting of December 13
- d. Correspondences
- e. To approve Fee Accountants Financials – November 2021
- f. To approve payment of the bills/Section 8 disbursements December 2021
- g. To approve State Property Insurance – Hays Companies \$19,647

**VOTED: On a motion by Ms. Chrobak and seconded by Mr. Phillips to approve items a – f on the consent agenda**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 1622.1*

Questions on Hays Insurance Policy. This policy is procured and vetted through DHCD and is state-wide. Members asked if we could obtain a copy of the policy. Director will reach out to DHCD.

**VOTED: On a motion by Mr. Bader and seconded by Mr. Phillips to approve item g on the consent agenda.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 1622.2*

**3. Old Business**

**a. Commonwealth Ave. Project Update**

Chair Eifler updated group. Meetings have taken place with RHSO as well as attorney. Suggestion to begin an RFP process. CHA would continue to own the land and would secure someone to build – resulting in each being a condo. A draft RFP was distributed for review. Currently, the CHA has been awarded \$28,000 in HOME Funds and \$88,345 in Consortium HOME Funds. Liz Rust, RHSO spoke about Junction Village – a very

important affordable housing project in town that is short funding. Discussion was held that if the CHA releases these funds, since we would not be able to use them right now anyways, the Junction Village Project would benefit.

**VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips to release \$28,000 in HOME Funds and \$88,345 in Consortium HOME Funds.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 1622.3*

**b. HUD Reposition Update**

Meetings have been scheduled with residents to review process of conveying. Projects pending to spend reserves are windows at Main St., siding at Cottage St. and patio doors at PowderMill Dr. Suggestion from consultant/fee accountant to purchase equipment.

**c. Board Member Reports on Committee Meetings Attended**

Mr. Phillips attended the CPC meeting where they discussed the Assabet Bluff Affordable Housing Project.

**4. New Business**

**a. Executive Director Report**

Report was included in packet. Maintenance staff all worked to keep our residents safe on Christmas Day due to inclement weather which was much appreciated. We also received donated pies for residents from the Northeastern Correctional Facility Culinary Arts Program. The Town of Concord has graciously allowed CHA employees and their household members to be tested for COVID-19 at their site.

**b. Executive Director Salary Review**

As part of Executive Director's contract, it was agreed to perform a salary review at 6 months not to exceed \$94,325/year. Members commented on performance of Jennifer and agreed to new salary.

**VOTED: On a motion by Mr. Larner and seconded by Mr. Bader to increase Jennifer Polito, Executive Director's salary to \$94,325/year effective December 15.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 1622.4*

**5. Public Comment**

Linda Escobedo reminded members that a preview of Town Meeting Warrants will be available at 9 AM on Saturday, January 8. Lois Suarez also reminded all that January 20 there will be a Special Town Meeting regarding the Middle School. Bea Fousek showed her appreciation for Jennifer over the past 6 months.

**6. Adjournment of Meeting**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to adjourn at 5:21 PM.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 1622.5*

**Respectfully submitted by:  
Jennifer M. Polito, Secretary  
January 6, 2022**

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of December 2
- Special Board Minutes of December 9
- Special Board Minutes of December 13
- Fee Accountant Financials November 2021
- Check and HAP Disbursements December 2021
- Hays Insurance
- Draft RFP – Commonwealth Ave.
- PBV Briefing Packet
- PBV Meeting Notification
- Executive Director Report
- Executive Director Contract