



MEETING MINUTES
March 3, 2022
via Zoom
4:00 PM

1. Roll Call

The meeting was called to order at 4:02 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 February 3, 2022
- b. To approve Fee Accountants Financials – January 2022
- c. To approve payment of the bills/Section 8 disbursements February 2021

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve items b & c on the consent agenda.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.1

Treasurer Bader requested an edit be made to clarify CPC approval of \$1M for the Assabet Bluff Project in the CPC Warrant Article.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve item a as amended.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.2

3. FY23 Annual Plan Public Comment and Approval

Chair Eifler opened public comment. No public comment was made, however, Vice-Chair Chrobak asked for clarification on formula funding and septic funds that are allotted to the CHA. Chair Eifler then closed public comment.

VOTED: On a motion by Ms. Chrobak and seconded by Mr. Phillips to approve the FY23 Annual Plan

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.3

4. Old Business

- a. **Commonwealth Ave. Project**

Chair Eifler updated group. As of meeting date, only Habitat for Humanity has pulled the RFP. An informational meeting was held on March 1 with Chair Eifler, Director Polito and Habitat for Humanity. Deadline for proposals is April 18. A special meeting will be held prior to the May 12 board meeting to review and approve.

b. HUD Reposition Update

At last board meeting, group approved windows and doors project at Main St., Cottage St., and Powder Mill Dr. Contractor went to locations to measure and determined that Powder Mill Rd. would need doors custom made. Also, contractor, maintenance staff and architect recommended to include additional storm doors and entry doors as various locations.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve additional work to Windows & Doors Project as presented in the amount of \$11,521.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.4

Director Polito updated group on repositioning. Subsidy was not approved at expected amount. An appeal letter was submitted to HUD and included in packet. Several conversations have been held with James Griffin, Gordon Griffin, LLC who has assured CHA that we will still be in a financially prudent situation.

c. Board Member Reports on Committee Meetings Attended

Liz Rust, RHSO encouraged members to attend Housing Roundtable and HPP Kickoff on Wednesday, March 9 at 4 PM. The committee will be looking for participation from various groups to identify needs for housing, goals, and strategies. Chair Eifler encouraged board to have one member to avoid open meeting law violations.

VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve Stephan Bader to represent the CHA at all housing production plan meetings and report to CHA.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.5

d. Approval of FY22 Budget Revision

VOTED: Stephanie Chrobak moved that the proposed Operating Budget for State-Aided Housing of the Concord Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 6/30/22 showing a total revenue of \$560,670 and total expenses of \$648,478 thereby requesting a subsidy of \$45,670 and further that the Executive Director's total annual salary of \$93,252 for fiscal year ending June 30, 2022 be submitted to the Department of Housing and Community Development for its review and approval. Stephan Bader seconded the motion.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.6

VOTED: Stephanie Chrobak moved that the proposed Operating Budget for State-Aided Housing of the Concord Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-A for fiscal year ending 6/30/22 showing a total revenue of \$108,003 and total expenses of \$153,563 thereby requesting a subsidy of \$46,474 and further that the Executive Director's total annual salary of \$93,252 for fiscal year

ending June 30, 2022 be submitted to the Department of Housing and Community Development for its review and approval. Stephan Bader seconded the motion.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.7

VOTED: Stephanie Chrobak moved that the proposed Operating Budget for State-Aided Housing of the Concord Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 689-1 for fiscal year ending 6/30/22 showing a total revenue of \$26,344 and total expenses of \$24,427 thereby requesting a subsidy of \$0 and further that the Executive Director's total annual salary of \$93,252 for fiscal year ending June 30, 2022 be submitted to the Department of Housing and Community Development for its review and approval. Stephan Bader seconded the motion.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.8

4. New Business

a. Executive Director Report

Report was included in packet. Director encouraged members to participate in 2022 Legislative Day. Senator Barrett's staff and Representative Gouveia have expressed interest in meeting with the CHA. Director will send survey of available times for those that are interested.

b. To approve work order – DHCD Project #067123 – Vacant Unit – 284 Thoreau St.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve work order – DHCD Project #067123 – Vacant Unit – 284 Thoreau St.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.9

c. May Board Meeting – New Date – 5/12

The May Board Meeting will be held on Thursday, May 12.

5. Public Comment

Suggestion was made to review Community Room Policy to determine necessary uses.

6. Adjournment of Meeting

VOTED: On a motion by Ms. Chrobak and seconded by Mr. Bader to adjourn at 5:25 PM.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 3322.10

Respectfully submitted by:

Jennifer M. Polito, Secretary

March 3, 2022

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of February 3, 2022
- Fee Accountant Financials January 2022

- Check and HAP Disbursements February 2022
- FY23 Annual Plan
- Commonwealth Ave Final RFP
- Repositioning
 - HUD Award Letter
 - CHA Appeal Letter
 - Increase Cost Proposal – Main St./Cottage St./Powder Mill Rd.
- FY23 Budget Revision Materials
- Executive Director Report
- Work Order DHCD Project #067123 – 284 Thoreau St.