



MEETING MINUTES
April 7, 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 (4:27 PM)
Edward Larner
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 March 3, 2022
- b. To approve minutes of the special meeting of March 21, 2022
- c. To approve Fee Accountants Financials – February 2022
- d. To approve payment of the bills/Section 8 disbursements March 2022
- e. Correspondences

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

YES: Eifler, Chrobak, Larner, Phillips

Resolution 4722.1

3. Old Business

a. Commonwealth Ave. Project

Chair Eifler updated group. Responses to RFP are due on April 18. A special meeting will be held on April 21 at 4 PM via zoom to review and discuss responses. We have sought legal advice to determine if the new house will be able to be sold. Currently, there is language in DCAMM that notes the property must be used for "public housing".

b. HUD Reposition Update

We recently heard from HUD that we were awarded the gap funding requested from our appeal. Securing this funding now allows us to move forward with conveying units. Documents from our attorney have been sent to HUD. Once approved, we will close on the property. Chair Eifler then asked if there was any public comment relative to the CHA Housing Choice Voucher Administrative Plan or PHA 5-year Plan, hearing none.

VOTED: On a motion by Ms. Chrobak and seconded by Mr. Larner to approve the CHA Administrative Plan and the PHA 5-year Plan as presented.

YES: Eifler, Chrobak, Larner, Phillips

Resolution 4822.2

c. Board Member Reports on Committee Meetings Attended

Chair Eifler attended the Chair Breakfast. Mr. Larner and Ms. Chrobak attended the Transportation Advisory Committee. A discussion was held to remind board members that they can attend meetings independently but cannot represent the CHA without prior approval from the board.

4. New Business

a. Executive Director Contractor Renewal

Chair Eifler presented the proposed Executive Director Contract and Salary Schedule. Prior to repositioning, the Executive Director received a \$2,500 program factor for the 18 federal public housing units administered. Those 18 units are now considered vouchers and will fall under HCVP resulting in a decrease of \$2,500 towards ED salary. The \$2,500 was made up under "Other Program/Activity" through the CHA Local Properties, LLC as the Operating Agreement speaks to the management of the 18 units. Members expressed interest in pursuing opportunities such as a management agreement with other LHAs and other sources of income for the future. Feedback on Executive Director's performance was positive.

VOTED: On a motion by Mr. Bader and seconded by Ms. Chrobak to approve 3-year Executive Director Contract effective July 1, 2022 as presented.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 4822.3

b. Executive Director Report

Report was included in packet. A brief discussion was held relating to collaborating with Acton, Lexington and Bedford to share resources to hire a full-time Resident Service Coordinator.

c. To approve Payments Standards effective 5/1/22

VOTED: On a motion by Ms. Chrobak and seconded by Mr. Bader to approve Payment Standards effective 5/1/22

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 4822.4

d. To approve work order – DHCD Project #067105 – EGE Bathroom Credit

VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips to approve work order credit – DHCD Project #067105 in the amount of -\$592.78

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 4822.5

e. To discuss upcoming Town Meeting articles Supporting Housing

CHA members are also authorized to announce at town meeting that the CHA has recommended affirmative action on articles 24, 25 and 26.

VOTED: On a motion by Mr. Larner and seconded by Mr. Bader to recommend affirmative action on articles 24, 25 and 26 at Town Meeting.

YES: Eifler, Chrobak, Bader, Larner, Phillips

Resolution 4822.6

f. Upcoming CHA Board Meetings – Summer Meeting and Remote Extension

May meeting will be moved to Wednesday, May 11 to accommodate Vice-Chair Chrobak and ED Polito. Upcoming meetings will take place via zoom on June 2 and July 7. Pending extension on remote meetings, we will resume in September with in-person meetings.

5. Public Comment

Select Board Member Escobedo thanked members for their support on town meeting articles. She also requested that we investigate the percentage of mark-up that housing authorities are facing in construction costs.

6. Adjournment of Meeting

VOTED: On a motion by Ms. Chrobak and seconded by Mr. Bader to adjourn at 5:24 PM.

YES: Eifler, Chrobak, Bader, Larner, Phillips
Resolution 4822.7

Respectfully submitted by:
Jennifer M. Polito, Secretary
April 7, 2022

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of March 3, 2022
- Special Board Minutes of March 21, 2022
- Fee Accountant Financials February 2022
- Check and HAP Disbursements March 2022
- April/May CHA Newsletter
- Repositioning
 - HUD Award Letter
 - CHA Administrative Plan
 - CHA PHA Plan
- Executive Director Contract
 - CHA Local Properties, LLC Operating Agreement
 - Executive Director Salary Schedule
 - PHN 2022-02
 - Proposed Executive Director Contract
- Executive Director Report
 - RSC job description
 - Labor and Industry Wage Rates
- Payment Standards Memo
- Work Order DHCD Project #067105 – EGE Bathroom Credit