

**CONCORD HOUSING AUTHORITY**  
**REGULAR MEETING-SEPTEMBER 5, 2019**

**BOARD MINUTES**

**Roll Call:**

The meeting was called to order at 6:15 p.m. by Chair, Richard Eifler.

**MEMBERS PRESENT**

Richard Eifler  
Todd Benjamin  
Ed Larner

**MEMBERS ABSENT**

Hester Schnipper  
Fatima Mezdad

**OTHERS PRESENT**

Marianne Nelson  
Linda Escobedo  
Elizabeth Rust  
Kurt James  
Denise Frangules  
Vince Carlson  
Bea Fousak  
Lois Suarez

**CONSENT AGENDA**

- a. To approve minutes of the special meeting of July 25, 2019 and August 15, 2019
- b. To approve Howard Gordon's financials-June 2019
- c. To approve bills and checks paid in July and August 2019
- d. To review and approve Section 8 disbursements for September 2019
- e. Review TAR credit adjustments July and August 2019
- f. To approve signing of engagement letter, Marcum Accountants
- g. Directors Notes

Upon motion made by Ed Larner and seconded by Todd Benjamin it was unanimously **VOTED:** to approve consent agenda with the exception of items 'a', 'b', and 'g' to be further discussed under old business.

**Resolution 090519.2**

**OLD BUSINESS**

Item 'a'- Todd asked about any resolution with the neighbor's fence referenced in the August minutes. Marianne explained that the neighbor has been invited to the October meeting along with invoice showing the cost to repair the fence.

Item 'b'- Todd asked about the sundry account. He had previously questioned this budget line item. It is frequently over budget. Marianne spoke with Howie about this to see if we could create sub accounts under this line item to further break out the expenses but has not met with Howie to talk about it.

Item 'g'- Todd had questions on re-positioning. This item will be discussed later in the meeting.

Upon motion made by Todd Benjamin and seconded by Edward Larner, it was unanimously

**VOTED:** to accept items 'a', 'b' and 'g' of the consent agenda.

### **Resolution 090519.2**

#### NEW BUSINESS

At this time, Rick asked Attorney Kurt Russell to present non-profit options to the Board. Kurt presented a very thorough overview on the benefits and disadvantages of each option: 501c3 or separate LLCs. Forming a non-profit will be necessary in order to convert ownership of HUD Federal Public Housing units to CHA as well as for the management of CHA local units. After some discussion it was agreed that, for the time being, the CHA should move forward with forming LLCs.

#### OLD BUSINESS

Marianne and Rick updated the Board on the Gerow property. The CPA draft application has been completed and is awaiting Board review and approval for submission on September 20. The Mass DOT has still not sent an official access agreement for the easement of the BF Rail trail and the Town has not yet received an accurate appraisal. Both must occur before the land can be transferred over to the CHA. The Select Board did approve \$50,000.00 at their July 29 meeting for preconstruction costs from funds made available under Article 23, contingent upon formalized gifting and acceptance of the parcel.

Upon motion made by Todd Benjamin and seconded by Edward Larner, it was unanimously

**VOTED:** to approve the CPA application for submittal by September 20, 2019

### **Resolution 090519.3.a**

Marianne presented a rough timeline on the voluntary conversion of public housing units. Todd asked if Marianne could be more detailed in the timeline by offering dates and the amount of time it may take for each step. Marianne said she would tighten it up by the October meeting, particularly once she had a little more information and had more questions answered. Marianne will meet with tenants in September and conference in with ReCap Advisors and HUD before the end of September and come back to the Board with an update.

Marianne and Rick reported on the CPA Informational meeting. It appears that the CHA is the only applicant requesting funds for Community Housing this cycle.

Marianne notified the Board that EBI Consulting and DHCD would be coming out to do a facilities assessment on September 18 and 19. This assessment will be used to prioritize future projects as funding becomes available.

The EXP bathroom project is on hold until Marianne speaks with the CHA project manager at DHCD. Required upgrades to the sewer waste lines may cause the project to go overbudget as well as cause an extended disruption to tenants on the first floor potentially creating relocation expenses. Marianne will be in contact with DHCD to see if the budget can be increased or the CIP will need to be revised and other projects identified instead.

Marianne's current contract expires on June 30, 2019. Rick asked the Board to consider an extension to the contract if the CHA is in the middle of HUD re-positioning and the Gerow project.

Vince Carlson gave a brief update on the LTO. It appears it is on hold at the moment. He will keep everyone updated.

Upon motion made by Edward Larnar and seconded by Todd Benjamin, it was **VOTED**: to adjourn.

The meeting was adjourned at 7:27 p.m.

Respectfully submitted by:

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Marianne Nelson  
September 5, 2019

Summary of Documents referenced include the following:

- Board minutes of July 25, 2019 and August 15, 2019
- Howard Gordon's Financials-June 2019
- Bills and Checks paid in July and August 2019
- TAR credit adjustments July and August 2019
- Engagement letter Marcum Accountants, FY19 audits
- CPA Draft Application-2019-2020
- HUD re-positioning timeline