

CONCORD HOUSING AUTHORITY
REGULAR MEETING-OCTOBER 3, 2019

BOARD MINUTES

Roll Call:

The meeting was called to order at 6:00 p.m. by Chair, Richard Eifler.

MEMBERS PRESENT

Richard Eifler
Todd Benjamin
Ed Larner
Hester Schnipper

MEMBERS ABSENT

Fatima Mezdad

OTHERS PRESENT

Marianne Nelson
Linda Escobedo
Howard Gordon
James Griffin
Lois Suarez
Vince Carlson
Maher Siala

CONSENT AGENDA

- a. To approve minutes of the regular meeting of September 5, 2019 and joint housing meeting of September 5, 2019
- b. To approve Howard Gordon's financials-August 2019
- c. To approve bills and checks paid in September 2019
- d. Review TAR credit adjustments September 2019-none this month
- e. DHCD Public Housing Notice 2019-19, Notice of Funding Availability for Resident Service Coordinators for state-aided public housing residents.
- f. DHCD PHN 2019-20- Guidelines for DHCD Acceptance of net-new State Public Housing Units
- g. DHCD PHN 2019-21- Executive Director Salary and Qualifications Schedule
- h. DHCD PHN 2019-22-Clarification: 3% Administration Salary Limit Not Applicable to LHA Re-Organization-Addendum #1
- i. Directors Notes

Upon motion made by Ed Larner and seconded by Hester Schnipper it was unanimously **VOTED:** to approve consent agenda with the exception of items 'f' and 'i' to be further discussed under old business.

Resolution 100319.2

OLD BUSINESS

Item 'f'- Todd had questions on PHN 2019-20 Guidelines for new state housing units. Howie Gordon was able to confirm that CHA is not a surplus agency and would not be able to take advantage of this.

Item 'i'- Marianne updated a few items on the Director's Notes. Only two applications came in for the Old Bedford Rd. lottery which will be held on Monday, October 7. The EG Expansion bathroom project will go forward but a revision is being made to the projected future projects. For the time being, the EG expansion porches will be on hold in order to replace sliding doors at Bedford St. and Strawberry Hill Rd, a 705 project.

Upon motion made by Hester Schnipper and seconded by Edward Larner, it was unanimously

VOTED: to accept items 'f', and 'i' of the consent agenda.

Resolution 100319.2

Rick invited Mr. Maher Salia who resides at 411 Bedford St. and is an abutter to one of CHA's properties to speak about damage that occurred to his fence in November 2018. Mr. Salia is asking the Housing Authority to reimburse him for half the cost of a fence in the amount of \$537.00. After much discussion, Todd Benjamin made a motion to approve a \$200.00 payment to Mr. Salia for fence repairs subject to Mr. Salia accepting this amount as full payment and with no other claims going forward. Mr. Salia rejected this offer and so there was no vote.

NEW BUSINESS

At this time, Rick asked Accountant Howie Gordon to present the FY2020 State Budget. Howie began by introducing James Griffin who will take over for him after his retirement in December. Howie reported to the Board that the FY2020 Budget Guidelines are allowing for a 10% increase to the ANUEL and a 3% increase in Admin salaries with the exception of the ED salary. A \$5,000.00 tech allowance will be used for a new copier to accommodate the additional copying related to the new CHAMP waitlist and Extraordinary Maintenance health and safety will be used to replace new locks at EG Expansion, new treads and carpeting in EG exterior hallways where tripping hazards might exist and security cameras at two CHA developments. The CHA's reserves are healthy and the only deficit at this time is with HUD public housing where HUD capital money cannot keep pace with aging units.

Upon motion made by Hester Schnipper and seconded by Edward Larner, it was unanimously

VOTED: to accept the proposed Operating budget for State Aided Housing of the Concord Housing Authority, Program 400-A for fiscal year ending 6/30/2020 for a total revenue of \$94,255 and total expenses of \$141,801 thereby requesting a subsidy of

\$52,454 and further that the Executive Director's total annual salary of \$94,325.00 for FY ending June 30,2020 be submitted to the Department of Housing and Community Development for its review and approval.

Resolution 100319.4.a

Upon motion made by Hester Schnipper and seconded by Edward Larner, it was unanimously

VOTED: to accept the proposed Operating budget for State Aided Housing of the Concord Housing Authority, Program 689 for fiscal year ending 6/30/2020 for a total revenue of \$24,931 and total expenses of \$22,976 thereby requesting a subsidy of \$-0- and further that the Executive Director's total annual salary of \$94,325 for FY ending June 30,2020 be submitted to the Department of Housing and Community Development for its review and approval.

Resolution 100319.4

VOTED: to accept the proposed Operating budget for State Aided Housing of the Concord Housing Authority, Program 400-1 for fiscal year ending 6/30/2020 for a total revenue of \$477,890 and total expenses of \$558,834 thereby requesting a subsidy of \$95,936 and further that the Executive Director's total annual salary of \$94,325 for FY ending June 30,2020 be submitted to the Department of Housing and community Development for its review and approval.

Resolution 100319.4

OLD BUSINESS

Hester updated the Board on CPC and where the committee is in the process. Hester had questions earlier for Marianne and will be present for the presentation on October 15th at 7:00 p.m. Rick updated the Board on receipt of the land appraisal and the site visit that was done on Saturday, September 28. We are still waiting for the final written confirmation of the Bruce Freeman rail trail easement.

Marianne updated the Board on re-positioning efforts. HQS inspections were conducted October 2 that showed no major deficiencies. A conference call with Re-Cap Advisors and HUD offered more assistance and recommendations on the SAC application. A firm has been contacted for a Capital Needs Assessment so an Operating budget can be put together replacement costs assigned. Shannon from RCAP is working with Marianne on a realistic timeline. Another call is scheduled for the end of October. Marianne will update the Board in November.

Ed Larner reported that the LTO is still in process and that some residents are concerned about smoking.

Marianne presented the Board with a Resolution from Attorney Kurt James for forming an LLC for locally owned units.

Upon motion made by Todd Benjamin and seconded by Hester Schnipper, it was unanimously

VOTED: that the Authority form CHA Local Properties LLC

VOTED: That the Authority shall be the sole managing member of the Company

VOTED: That, upon receiving any and all necessary consents from funders and applicable third parties, the authority shall convey the Properties to the Company for nominal consideration subject to any mortgages, affordable housing covenants and other restrictions and that the Company shall assume all of the Authority's obligations thereunder.

VOTED: That the authority in its capacity as managing member of the Company shall cause the Company to execute a management agreement with the Authority to manage its properties.

VOTED: That **Richard Eifler** and **Marianne Nelson**, as an authorized agent of the Authority and the Company, acting singly, is hereby authorized and directed, for and on behalf of and in the name of the Authority and the Company, to execute and deliver such deeds, assignment and assumption agreements and additional agreements, certificates , documents and instruments and to take such actions as, in his or her sole discretion, he or she deems necessary or advisable to implement the transactions contemplated by the foregoing resolutions.

VOTED: That any actions taken by the Authority prior to the date hereof in furtherance of the transactions contemplated by the foregoing resolutions are hereby ratified, confirmed and approved as the legal, valid and binding actions of the Authority.

Resolution 100319.4.c

Rick notified the Board that two workshops will be held regarding the reuse of the former Starmet/NMI land located at 2229 Main St. on October 17. The site has been remediated to residential standards and several potential uses are being considered. It is very important to have affordable housing represented. Todd asked members to consider unique solutions using a divergent approach to include affordable housing that may include creative relocating of other town offices or agencies in town to make way for affordable housing in more desirable in-town locations near shopping and transportation.

Documentation from Middlesex Savings Bank to remove Linda Escobedo from all accounts and add one other board member were presented for signature. Rick and Marianne are now listed as authorized signers. Ed Larner will also be added.

unanimously
VOTED: to sign documentation removing Linda Escobedo as an authorized signer on all CHA accounts at Middlesex Savings Bank and adding Edward Lerner

Resolution 10031904.c

Marianne announced fall conference dates and encouraged members to look at the agenda. There are some informative sessions worth attending. She asked that any member who would like to attend contact her so she can register them.

A public comment from Lois Suarez regarding the HC accessibility of PBT and lack of Verizon cell service in PBT was acknowledged.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted by:

Marianne Nelson
October 3, 2019

Summary of Documents referenced include the following:

- Regular Board minutes of September 5, 2019
- Joint Housing minutes of September 5, 2019
- Howard Gordon's Financials-August 2019
- Bills and Checks paid in September 2019
- DHCD PHN- 2019-19, Notice of Available funding for Resident Service Coordinators for state-aided public housing residents
- DHCD PHN 2019-20, Guidelines for DHCD Acceptance of New Net-State Public Housing Units
- DCHD PHN 2019-21, Executive Director Salary and Qualifications Schedule
- Executive Director Calculation worksheet
- DHCD PHN 2019-22- Clarification: 3% Administrative Salary Limit Not Applicable to LHA Re-Organization-Addendum #1
- HUD re-positioning timeline
- Reliable fence invoice-Maher Salia
- Photos- Bedford St. fence
- Concord Housing Authority FY2020 budget
- Budget Certification 689
- Budget Certification 400-A
- Budget Certification 400-1
- CHDC letter of support-Commonwealth Ave. project
- Appraisal- Avery Associates-Parcel A-2, Commonwealth Ave,

- NMI/Statement Reuse Information
- Resolution- Formal Vote on non-profit formation for CHA local properties