



**Concord Housing
Development Corporation**
CHDC Annual Meeting Minutes
Wednesday January 12, 2022, 5PM
Virtual Meeting

Board Members present: Doug Bacon, James Burns, Peter Lowitt, Lee Smith, Yanni Tsitsas
Other: Liz Rust (RHSO), Linda Miller (PB), Stephan Bader (CHA), Ray Andrews (FinCom), Clare Gordon (LWV),
Dorrie Kehoe (LWV), Ingrid Detweiler (LWV), Keith Bergman (CMAHT), Linda Escobedo (SB)

Annual Meeting of the Concord Housing Development Corporation as well as the monthly general meeting convened at 5:03pm by roll call vote.

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

Annual Meeting

The business of the Annual Meeting is to annually elect officers.

1. Chair/President:

It was moved and seconded, and VOTED through roll call vote 4-0, to
Elect Lee Smith as President and Chair of the CHDC

Roll Call Vote: Mr. Bacon – Aye, Mr Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

2. Vice-Chair/Vice President

It was moved and seconded, and VOTED through roll call vote 4-0, to
Elect Peter Lowitt as Vice-President, Vice-Chair of the CHDC

Roll Call Vote: Mr. Bacon – Aye, Mr Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

3. Treasurer

It was moved and seconded, and VOTED through roll call vote 4-0, to
Elect Yanni Tsitsas as Treasurer of the CHDC

Roll Call Vote: Mr. Bacon – Aye, Mr Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

4. Clerk

It was moved and seconded, and VOTED through roll call vote 4-0, to
Elect Doug Bacon as Clerk of the CHDC

Roll Call Vote: Mr. Bacon – Aye, Mr Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

The Board graciously accepted the resignation of James Burns, and thanked him for his work as Treasurer and CHDC representative on the 2229 Main Street reuse committee.

Monthly General Meeting

Peter Lowitt joined at 5:41pm

1. Finances: The Board reviewed the December financials and treasurer report and noted that a deficit is projected for FY23 and beyond without additional revenue.

2. Minutes:

It was moved and seconded, and VOTED 4-0 through roll call vote, to

Approve the regular minutes of October 13, 2021 as amended

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

It was moved and seconded, and VOTED 4-0 through roll call vote, to

Approve the regular minutes of November 10, 2021

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

It was moved and seconded, and VOTED 4-0 through roll call vote, to

Approve the regular minutes of December 8, 2022 as amended

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

Meeting schedule:

- Upcoming CHDC Meetings: 2nd Wednesday 5pm, 3/9
- Chair Breakfast – Feb 16 Yanni, Mar 16 Doug, Apr 20 Peter

Initiative Updates

1. Concord Municipal Affordable Housing Trust (CMAHT) The CHDC reviewed draft input on the CHDC input on the affordable housing guidelines offered by the CMAHT, accepted the draft with no comment, and asked Ms Rust to forward to the CMAHT.
2. Junction Village: The Junction Village Open Space design continues, with favorable response from the Community Preservation Committee on the Phase 1 funding request. The committee is planning a site walk for Saturday, Jan. 29, weather permitting, at noon with a backup of Saturday, Feb. 5, and a virtual public forum on Thursday, Feb 10, from 5 to 630. On the residential side of the development, delays continue while the developer seeks solutions to the financing gaps due to the pandemic increase in construction costs.
3. Assabet River Bluff: Project refinement continues with favorable results. A final conceptual plan delineating the housing portion (parcel A) from the open space portion (parcel B) has been prepared and enthusiastically endorsed by all parties, demonstrating the collaborative partnership between housing and open space interests. Mr Smith has prepared a draft Memorandum of Understanding (MOU) has been prepared by Mr Smith and continues to circulate for comments, with a final copy expected in the next few days. Plans and activities continue on the open space grant due January 24th. Questions regarding the placement of a septic system on the parcel came up, and will be addressed in upcoming analysis.

It was moved and seconded, and VOTED 5-0 through roll call vote, to

Authorize the chair to execute the Memorandum of Understanding (MOU) for Assabet River Bluff, with insubstantial changes from the form presented.

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr Lowitt – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

Mr Lowitt left at 5:57

It was moved and seconded, and VOTED 4-0 through roll call vote, to

Authorize up to \$5000 to contribute to the survey of the parcel with the delineation of parcel A and parcel B.

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

4. Small Grant, review and potential vote

It was moved and seconded, and VOTED through roll call vote, to

Authorize \$675 towards the Small Grant for applicant #77 for emergency front stair repair

Roll Call Vote: Mr. Burns – Aye, Mr. Smith – Aye, Mr. Bacon – Aye, Mr Tsitsas – Aye

5. HOME Funds: FY23 Annual Action Plan, Commonwealth Ave: Ms Rust from the RHSO presented an over view of the HOME Program, Concord's recent commitments to the Concord Housing Authority (CHA) Commonwealth Avenue project and the Christopher Heights Junction Village project and the Annual Action Plan process and options for Concord's direction of \$28,000 in FY23 funds.

Related to the Commonwealth Avenue project, the CHA has released the Concord exclusive use \$28,000 in HOME funds, as well as \$88,345 in HOME funds from the consolidated pool RFP due to excessive construction costs far beyond the original estimates for a total of \$116,345

The CHDC reviewed the complex program and options, and recommends that Concord direct these funds a total of \$144,345 (FY22 \$28,000, FY23 \$28,000 and the RFP finds of \$88,345) to the Christopher Heights/Junction Village project to assist in closing the financing gap. While the HOME funds are not town funds, not paid for by taxpayers, the CHDC recognizes that Grantham agreed not to ask for additional town funds, and that some might consider the HOME funds as town funds. The final decision is up to the Select Board.

It was moved and seconded, and VOTED 4-0 through roll call vote, to
Recommend to the Select Board that the \$116,345 of released funds from the Commonwealth Avenue project and the \$28,000 of FY23 funds be directed to the Christopher Heights project.

Roll Call Vote: Mr. Bacon – Aye, Mr. Burns – Aye, Mr. Smith – Aye, Mr Tsitsas – Aye

Meeting adjourned at 6:35 by roll call vote.

Roll Call Vote: Mr. Burns – Aye, Mr. Smith – Aye, Mr. Bacon – Aye, Mr Tsitsas – Aye