



MEETING MINUTES
February 2, 2023
via Zoom
4:00 PM

1. Roll Call

The meeting was called to order at 4:00 PM.

Members Present

Stephanie Chrobak
Stephan Bader
Edward Larner
Rick Eifler
Charles Phillips

Members Absent

Others Present

Jennifer Polito, Executive Director
Linda Escobedo, Select Board
Robert Andrews, Staffordshire Ln.
Maksim Yarchak, Staffordshire Ln.
Diane Riley, Staffordshire Ln.
Anita Caulfield, Staffordshire Ln.

2. Consent Agenda

- a. To approve minutes of the regular meeting of January 5, 2023
- b. To approve fee accountant financials December 2022
- c. To approve Quarterly Financials – 12/31/22
- d. To approve payment of the bills/Section 8 disbursements January 2023

VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to approve items a – c on the consent agenda.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 2223.1

Mr. Bader asked for clarification on checks written to Norian/Siani and Winslow Architects. These are both architects working on projects. He also asked how many automobiles are on the car insurance policy. There are currently two trucks.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve item d on the consent agenda.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 2223.1

3. Old Business

a. Development Update – 367 Commonwealth Ave. & 1031 Main St.

Mr. Eifler, development designee relayed to the group that CMHAT has approved \$50k in seed money to investigate the potential development of a one-bedroom handicap accessible unit on the property at 1031 Main St. An MOU is being drafted. Our abutting neighbors living at Staffordshire Ln. (Concord Village Condominium) were invited to attend our public meeting so they could hear our idea for the project as well as provide initial comments/questions. Several residents had questions relative to the impact of the road which is currently a private way owned by Concord Village Condominium. They also had comments relative to ADA signs, dumpster and impact on sewer and electrical.

The CHA will keep in touch with Concord Village Condominiums as this process moves forward. Mr. Eifler, Ms. Polito and Ms. Chrobak attended the wall rising of 357 Commonwealth Avenue. Habitat for Humanity has submitted the invoice for the sewer connection and we have forwarded it to CPC for payment. Liz Rust is working on the regulatory agreement. Mr. Eifler and Ms. Polito will be meeting with CHDC next week as they are entertaining the idea of giving the CHA the property located at 406 Old Marlboro Rd. They will also be meeting with proper officials on opportunities to purchase property and how would we go about doing that.

b. CHA Local Properties, LLC

The boiler project has been completed at Powder Mill Rd. we are just waiting for the contractor to supply paperwork to make payment.

c. Board Member Reports on Committees Attended

Ms. Chrobak attended the Chair Breakfast. Mr. Phillips noted that at Mondays Select Board Meeting, CHDC presented a preliminary discussion on the Junction Village Project and an opportunity for a potential developer. Mr. Bader informed the group that the Housing Production Plan has been approved by DHCD.

d. Update on CHA Resident Board Member Timeline

A letter has been mailed to all residents of state public housing, Section 8 Voucher holders living in Concord and residents of our local programs. Deadline to submit application of interest is March 1. Applications are directed to the Town Clerks office.

4. New Business

a. Executive Director Report

Report was included in materials. All funds that were fraudulently withdrawn from our accounts have been replaced into our revolving account and positive pay has been implemented. Project at Thoreau St. is moving along nicely. Staff has weekly meetings with contractor, DHCD and architect. Annual Plan public hearing will take place on March 2.

b. Agreed Upon Procedures (AUP) Final Report

Final report was included in materials. The CHA did well with no exceptions.

c. Travel/Training Commissioner Discussion

The board discussed Commissioners traveling to conferences and trainings. It was felt that trainings are important, but traveling to conferences should be discretionary. A member suggested that one member attend a conference at a time and can bring back relative information. Mr. Bader asked if he could pay on his own if he wished to attend an event, in which case he could.

5. Public Comment

Select Board Member Escobedo noted that she will be interviewing residents that supply a notice of intent to be a Resident Board Member and will bring back suggestions to the full Select Board. She was also informed by the Town that DHCD is implementing an emergency shelter at the Best Western. Discussions are still ongoing.

6. Adjournment of Meeting

VOTED: On a motion by Mr. Lerner and seconded by Mr. Phillips to adjourn at 5:14 PM.

YES: Chrobak, Bader, Lerner, Eifler, Phillips

Resolution 2223.2

**Respectfully submitted by:
Jennifer M. Polito, Secretary
February 2, 2023**

Summary of Documents referenced include the following:

- Meeting Agenda
- Minutes of regular meeting of January 5, 2023
- December Financials
- 12/31/22 Quarterly Financials
- January Check Detail/HAP Disbursement
- Tenant Board Member Documents
- Agreed Upon Procedures (AUP) Final Report
- Executive Director Report
- Travel Budget