



**MEETING MINUTES**  
**February 3, 2022**  
*via Zoom*  
**4:00 PM**

**1. Roll Call**

The meeting was called to order at 4:01 PM.

**Members Present**

Richard Eifler  
Stephanie Chrobak  
Stephan Bader  
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 January 6, 2022
- b. Correspondences
- c. To approve Fee Accountants Financials – December 2021
- d. To approve 12/31 Quarterly Financial Statements
- e. To approve payment of the bills/Section 8 disbursements January 2021

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

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.1*

**3. Old Business**

**a. Review and Approve RFP for Commonwealth Ave. Project**

Chair Eifler updated group. Atty. Kurt James has put together RFP. Board agreed that Chair Eifler and Director Polito can review and make any last-minute adjustments prior to it going on the Central Register. Folks that we think might be interested will get direct mail. Chair Eifler and Director Polito will update board each month as process continues.

**VOTED: On a motion by Mr. Bader and seconded by Ms. Chrobak to approve RFP in draft form presented with the ability for Chair Eifler and Director Polito make minor changes as desirable.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.2*

**b. HUD Reposition Update**

Meetings have been held successfully with residents. Fee Accountant prepared a financial statement showing that because of OPEB and GASB that we are not in the

position to lose our reserves when we fully convert. Residents have been dropping paperwork with the hopes of conveying in March/April pending HUD approval.

**c. Board Member Reports on Committee Meetings Attended**

Mr. Phillips attended the CPC meeting where they approved including \$1M for the Assabet Bluff Project in the CPC Warrant Article. Treasurer Bader noted that the Concord Municipal Affordable Housing Trust is moving forward to secure funding. Also suggested that members support the Thoreau Re-District as it impacts affordable housing.

**4. New Business**

**a. Executive Director Report**

Report was included in packet. Maintenance staff did a great job with 1/29 snowstorm. Director received several emails thanking the CHA. COVID-19 tests are available for residents. MEMA also donated PPE items that can be picked up at the main office.

**b. Approval to propose amending PHA Plan to:**

- i. add additional detail regarding Project Based Voucher waitlist and closing of federal Public Housing waitlist upon conversion,**
- ii. update Violence Against Women Act (VAWA) tenant notice and Emergency Transfer Plan (ETP) to conform to HUD final rule,**
- iii. Update Section 8 Administrative Plan and propose New Federal Preference for victims of domestic violence, dating violence sexual assault or stalking residing in STATE CHA Public Housing that must relocate for their safety.**

While the CHA is moving forward with repositioning its federal public housing program, many updates are needed to ensure proper administration of the program. Additionally, the CHA will be closing its federal public housing waiting list and opening a Project Based Voucher Waiting List. Documents will be available for public comment and posted on various sites including the Boston Globe, Bay State Banner and Concord Journal.

**VOTED: On a motion by Mr. Bader and seconded by Mr. Phillips to approve proposal to amend PHA Plan.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.3*

**c. Approval of 1031 Main St./Cottage St. Window Replacement, Cottage St. Garage Improvement and Powder Mill Rd. Entry Door Replacement**

**VOTED: On a motion by Mr. Larner and seconded by Ms. Chrobak to approve low bidder Mariano Enterprise, Inc. with a bid of \$42,500 to secure 1031 Main St. & Cottage St. Windows, Cottage St. Garage Improvement and Powder Mill Rd. entry door replacement.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.4*

**d. Approval of Change Order 067105-CR-0008-EGE Bathroom Project**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Phillips to approve change order 067105-CR-0008 – EGE Bathroom Project.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.5*

**5. Public Comment**

Select Board Member Linda Escobedo reminded members of upcoming public hearings for warrants where housing appropriations will be discussed. The Concord Housing Trust is working hard on determining a process on how to obtain funds. Guidelines and criteria are being looked at to ensure process is responsible for all housing groups.

**6. Adjournment of Meeting**

**VOTED: On a motion by Mr. Larner and seconded by Ms. Chrobak to adjourn at 5:01 PM.**

**YES: Eifler, Chrobak, Bader, Larner, Phillips**

*Resolution 2322.5*

**Respectfully submitted by:**

**Jennifer M. Polito, Secretary**

**February 3, 2022**

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of January 6
- Fee Accountant Financials December 2021
- Check and HAP Disbursements December 2021
- January 2022 NERC Newsletter
- Quarterly Financials
- Federal Public Housing financial analysis
- Executive Director Report
- Draft RFP – Commonwealth Ave.
- Admin Plan Proposed Draft
- Main St./Cottage St Window Replacement, Powder Mill Rd. Door Replacement, Garage Improvement Low Bidder Proposal
- Change Order 067105-CP-0008