

**CONCORD HOUSING AUTHORITY**  
**REGULAR MEETING – February 7, 2019**

**BOARD MINUTES**

**Roll Call:**

The meeting was called to order at 6:04 p.m. by Chair, Richard Eifler

**MEMBERS PRESENT**

Richard Eifler  
Todd Benjamin  
Edward Larner  
Hester Schnipper

**MEMBERS ABSENT**

Fatima Mezdad

**OTHERS PRESENT**

Marianne Nelson  
Linda Escobedo  
TOC Select Board  
Lois Suarez  
Doris Audette

**CONSENT AGENDA:**

- a. To approve Board Minutes of the Regular Meeting of December 6, 2018 all members having received copies
- b. To review Quarterly Operating Statements, December 31, 2018
- c. To approve Howard Gordon Financials-December 2019
- d. To approve bills and checks paid in January 2018
- e. Review TAR Credit Adjustments- January 2018
- f. Director's Notes

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

**VOTED:** to approve the consent agenda as read with the exception of items 'a' and 'f,' to be further discussed under old business

**OLD BUSINESS:**

Item 'a' - Todd asked about the 3-bedroom unit that will be vacant in February and if this unit would require a lot of work for turnover. Marianne explained that the tenants were long term tenants and extensive updating will be required.

Item "f" - Rick asked Board members if they had seen Marianne's letter requesting a ten- month extension to her contract to June 30, 2020. Rick explained that this may be a month to month contract pending DHCD approval once Marianne's contract expires in August 2019. Rick asked that the Board be prepared to discuss this at the March meeting as well as the strategy going forward on the new Executive Director search.

At this time questions on the government shutdown and HUD repositioning were raised. Marianne said that in the event of another government shutdown the Board may be asked to create a plan on how the HA will handle financial obligations going forward.

Marianne is attending a HUD repositioning workshop in Somerville in February and will report back to the Board at the March meeting.

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

**VOTED:** to accept item 'a' and 'f' of the consent agenda

Two sitting members of the Board will run uncontested for the two expiring housing authority seats this spring. Fatima Mezdad and Ed Larner were both nominated at the Town caucus.

Rick informed the Board that the town has requested \$2,500.00 toward a feasibility study of the Gerow property. Because the HA does not want to accept the parcel without knowing whether there are restrictions that would prevent the CHA from developing the land, he recommended that the Board approve this.

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

**VOTED:** to approve an amount up to \$2,500.00 to the Town of Concord to contribute to a feasibility study for the Gerow property.

Bound copies of the Final Financial Audit and final AUP were on hand for all Board members.

Ed apologized for missing the Westvale condo meeting. Marianne will forward minutes to the Board once they become available.

**NEW BUSINESS:** Marianne presented this year's state capital plan. The Everett Gardens Expansion bathroom project is the large project that spans over two years, 2019 and 2020. This project will convert 20 bathtubs to walk- in ADA shower surrounds and is expected to begin in April. Other small projects include turnover of units, a roof repair at Peter Bulkeley Terrace and tree work at various sites

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

**VOTED:** to approve the FY2020 State Capital Improvement Plan

Marianne discussed the two recent Public Housing Notices from DHCD.

PHN 2019-01 talks about changes to the scoring of the PMR that will include rating the percentage of Board members who complete the mandatory Board member training.

PHN 2019-02 is an update on CHAMP and some steps DCHD has taken to relieve HAS of the administrative and financial burden of processing and screening for emergencies.

Marianne reported that she did apply for a budget exemption to DHCD for additional staffing but has not heard back from them yet.

Marianne included some highlights of the MassNahro Housing Group minutes. These highlighted areas included new PMR changes, legislation around electing tenant board members, HUD repositioning, the government shutdown and the anticipated facilities assessment that will be done on state units. Rick's position on the RCAT board is predicted to end in June 2019 but may be extended allowing the advisory board to fill empty positions and then stagger new member elections.

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

**VOTED:** to adjourn the meeting.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted by:

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Marianne Nelson  
February 7, 2019

Summary of Documents referenced include the following:

- Board minutes of Regular meeting of January 10, 2019
- Howard Gordon's Financials- December 2018
- Bills and Checks paid in January 2019
- TAR credit adjustments, January 2019
- DHCD PHN 2018-22 NOFA for Comprehensive Sustainability Initiative
- Gerow Feasibility study scope
- Final Financial Audit and final AUP audit-bound copies
- Howard Gordon Engagement letter for accounting services
- FY2020 State Capital Improvement Plan
- PHN 2019-01 Revisions to PMR criteria for First Publishing year
- PHN 2019-02 CHAMP update
- MassNahro Housing Group minutes-highlighted areas