



MEETING MINUTES
March 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
Robert Andrews, Staffordshire Ln.

2. FY24 Annual Plan Public Comment and Approval

Chair Chrobak opened up public comment. Member Phillips noted on p. 2 that there was reference to Commonwealth Ave. that was from a previous plan and needed to be deleted. A resident also recommended moving truck inspections to October instead of November. Members also requested clarification on items such as pest control and safety. Chair Chrobak wanted folks to know that this was just a state-aided public housing plan. While we are doing development work in different areas, it is not included in this plan.

VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve the FY24 Annual Plan.

YES: Chrobak, Eifler, Bader, Larner, Phillips
Resolution 3223.1

3. Consent Agenda

- a. To approve minutes of the regular meeting of February 2, 2023
- b. To approve fee accountant financials January 2023
- c. To approve payment of the bills/Section 8 disbursements February 2023

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

YES: Chrobak, Bader, Larner, Eifler, Phillips
Resolution 3223.2

4. Old Business

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

Mr. Eifler, development designee, noted the letter included in materials from residents at Staffordshire Lane regarding the potential one-bedroom handicap unit at 1031 Main St. Mr. Robert Andrews a resident of Staffordshire Lane relayed that currently there would be no conditions that residents would agree to support the project. Mr. Eifler also displayed a current picture of the work Habitat for Humanity is doing at 367 Commonwealth Ave.

b. CHA Local Properties, LLC

The architect came out to inspect work for boiler project and found a few more items that the contractor will need to address prior to final completion.

c. Board Member Reports on Committees Attended

Ms. Chrobak attended the Chair Breakfast. Mr. Eifler attended the CHDC meeting where they discussed pursuing a plan to sub-divide the property at the Assabet Bluff property which could bring two more units restricted as affordable. Mr. Bader informed the group that CHDC is now fully staffed with a complete board in place and moving forward with Assabet River Bluff and Junction Village Properties.

d. Update on CHA Resident Board Member Timeline

Chair Chrobak and Director Polito will be interviewing candidates and sending two names forward to Select Board Member Escobedo for consideration.

5. New Business

a. Banking Proposals

An outline of banking proposals was included in packets. The CHA was currently receiving no interest on accounts and paying fees for services. Several banks such as TD Bank, Middlesex Savings and Cambridge Trust submitted competitive proposals. Citizens offered 2% on all checking accounts and waived service fees if we agree to stay with them. The group agreed it's best for now to stay with our current provider, Citizens Bank.

b. Consideration for Rent Increase – Local Units

Currently the CHA owns 6 local units. 4 one-bedroom units (\$1,400 per month); 1 two-bedroom unit (\$1,200 per month) and one three-bedroom unit (\$1,500 per month). The two bedroom and three-bedroom units have not had a rent increase since 2016. A proposal to keep yearly increases reasonable over a three-year period was included in packet. (Current 2-bedroom HUD Sec.8 FMR is \$2,635 and 3-bedroom FMR is \$3,207.)

2-bedroom

Year 1: \$1,300

Year 2: \$1,400

Year 3: \$1,500

3-bedroom

Year 1: \$1,650

Year 2: \$1,800

Year 3: \$1,950

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve rent increases at 2- and 3-bedroom units as presented.

YES: Chrobak, Eifler, Bader, Larner, Phillips

Resolution 3223.3

c. Executive Director Report

Report was included in materials. CHAMP has been making it difficult to house many of our maintenance ready units. There have been several list pulls on each unit. Jaso Kuga, our new RSC will begin shortly. Residents are looking forward to meeting her.

6. Public Comment

Mr. Bader reminded folks that the Town Election will be held on 3/28.

7. Adjournment of Meeting

VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to adjourn at 5:40 PM.

YES: Chrobak, Bader, Lerner, Eifler, Phillips

Resolution 3223.4

Respectfully submitted by:

Jennifer M. Polito, Secretary

March 2, 2023

Summary of Documents referenced include the following:

- Meeting Agenda
- FY24 Annual Plan
- Minutes of regular meeting of February 2, 2023
- January 2023 Financials
- February Check Detail/HAP Disbursements
- Letter from Staffordshire Ln. Residents
- Increase in Rent Memo
- Banking Proposals Memo
- Executive Director Report