

CONCORD HOUSING AUTHORITY
REGULAR MEETING-March 4, 2021

BOARD MINUTES

Roll Call:

The meeting was called to order via Zoom at 6:05 p.m. with roll call by Chair, Richard Eifler.

MEMBERS PRESENT

Richard Eifler
Stephen Dirrane
Edward Larner
Charles Phillips
Hester Schnipper

MEMBERS ABSENT

OTHERS PRESENT

Marianne Nelson
Matt Johnson,
Select Board

2. **CONSENT AGENDA**

- a. To approve minutes of Regular meeting of February 4, 2021 and Special Meeting of February 18, 2021
- b. To approve Fee Accountants Financials- January 2021
- c. To approve bills and checks paid in January 2021.
- d. To approve Section 8 disbursements-March 2021
- e. Director's Notes

Upon motion made by Hester Schnipper and seconded by Charles Phillips it was unanimously

VOTED: to approve the consent agenda
Resolution 030421.2

OLD BUSINESS:

Rick updated the Board on the ED Search. The Search Committee has interviewed five candidates. At the next Search Committee meeting, the committee will discuss and recommend two or three candidates to the CHA Board for final interviews.

Rick updated the Board on the progress of Commonwealth Ave. project. Details with the town regarding the Architects contract have been ironed out and the CHA is ready to approve the proposal provided by Andrew Brockway & Associates.

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

VOTED: to approve the proposal from Andrew Brockway & Associates in the amount of \$34,700.00 for the Commonwealth Ave. project. Due to technical difficulties with Zoom, Stephen Dirrane was absent for this vote.

Resolution 030421.3.b

Marianne updated the Board on the reposition update. She expects to have the application ready for final approval at the April meeting.

NEW BUSINESS

The Board was asked to approve amendment #14 to the CFA, adding an additional \$110,43.00 in FF and \$10,000 for COVID expenses for a total of \$120,443.00. Upon motion made by Edward Larner and seconded by Charles Phillips, it was unanimously

VOTED: to approve CFA Amendment #14 for the total amount of \$120,443.00. Due to Zoom technical difficulties, both Stephen Dirrane and Hester Schnipper were absent for this vote.

Resolution 030421.4.a

The EG Expansion Bathroom upgrade project has received the go-ahead from DHCD. The contractor who was the low bidder for the project last year has the option of withdrawing or agreeing to continue with the project. Zander Corp., the contractor has agreed to stay on with the project but a change to the contract for a filed plumbing sub bid has increased by \$6,000.00. DHCD has approved this amount.

Upon motion made by Edward Larner and seconded by Charles Phillips, it was unanimously

VOTED: to approve the contract for Zander Corporation for \$284,810.00. Due to Zoom technical difficulties, Hester Schnipper was absent for this vote.

Resolution 030421.4.b

The Board was asked to Approve the FY22 State Annual Plan. There was a Public Hearing on March 1. There was no public comment to incorporate into the plan. Upon motion made by Edward Larner and seconded by Stephen Dirrane, it was unanimously

VOTED: to approve the State Annual Plan FY22.

Resolution 030421.4.c

The CHA Board has been asked to provide a letter to the Select Board to request that the Select Board move a 2021 town warrant article to appropriate and transfer from the Certified Free Cash Balance the sum of \$500,000.00 for the purpose of developing and supporting affordable housing within the Town of Concord.

After some discussion and input from Matt Johnson from the Town of Concord Select Board,

A motion made by Edward Larner and seconded by Charles Phillips was unanimously

VOTED: with a date change on the letter, to send a letter requesting the SB to move

forward with this article.

Resolution 030421.4.d

Marianne and Rick informed the Board that the CHA was notified that HOME funds may be available for the Commonwealth Ave. project. The application is due on March 26. The CHA will work with Regional Housing Services to file an RFP for up to \$100,000.00 in funding. The CPA has committed to funding \$300,000 for construction but this budget estimate was roughly created in 2019 and may be low. Andrew Brockway, the architect who will be hired for this project, has been asked to provide a revised budget number that we will use to file this application.

Upon motion made by Charles Phillips and seconded by Edward Larner, it was unanimously

VOTED: to approve filing a HOME Funds application for the Commonwealth Ave. project up to \$100,000.00

Resolution 030421.4.e

The Final Financial Audit and AUP were presented for Board review. The Audit found the Authority fiscally sound and in compliance. There were two corrective findings concerning tenant files; how annual income is being calculated and an instance where a payment standard from another town was incorrectly applied. Marianne responded to these two findings and they will be incorporated into the final audit.

The vaccination clinic is scheduled for Friday March 5th at 2:00 p.m. Approximately 50 residents have signed up for this clinic.

Marianne is applying for a Resident Service Coordinator. The CHA applied for this back in 2019 but was not selected, so we are trying again. This application requires a Board vote. Upon motion made by Edward Larner and seconded by Stephen Dirrane, it was unanimously

VOTED: to approve the application for a Resident Service Coordinator

Resolution 030421.4.h

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

VOTED: to adjourn the meeting at 7:00 p.m.

Respectfully submitted by:

Marianne Nelson
March 4, 2021

Summary of Documents referenced include the following:

- Regular Board minutes of February 4, 2021 and February 18, 2021
- Bills and Checks paid in February
- Section 8 Disbursements-March
- Andrew Brockway & Associates proposal in the amount of \$34,700.00
- Letter to SB
- FY2022 State Annual Plan
- CFA Amendment #14 in the amount of \$120,443.00
- Final Financial Audit and AUP FY2020
- Resident Services Coordinator Application
- Directors Notes