



**MEETING MINUTES**  
**April 6, 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 (4:03 PM)  
Edward Larner  
Rick Eifler  
Charles Phillips

**Members Absent**

**Others Present**

Jennifer Polito, Executive Director  
Linda Escobedo, Select Board  
Lois Suarez  
Bea Fousek

**2. Consent Agenda**

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

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

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

*Resolution 4623.1*

**3. Old Business**

**a. Development Updates**

Mr. Eifler, development designee, updated the group on the build with Habitat for Humanity at 367 Commonwealth Ave. Habitat is hoping to pick a buyer for August. Lawyers are currently working on master deed and condo documents. The Concord H.A. will participate in a "build day" on June 10 and is looking for volunteers.

**b. CHA Local Properties, LLC**

Mr. Eifler and Ms. Polito recently met with Gail Neibaur, our consultant who worked with us on repositioning. She outlined the process to utilize our Project-Based Vouchers in CHA owned properties such as 365 Commonwealth Ave and our condo at Riverbend. There have also been discussions on the CHA obtaining property currently owed by CHDC on Old Marlboro Rd. that could benefit from this program. A major benefit of moving forward is keeping CHA vouchers in the Town as well as adding several units to the SHI.

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve PBV consulting proposal from Gail Neibaur.**

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

*Resolution 4623.2*

**c. Board Member Reports on Committees Attended**

Mr. Bader attended the Concord Municipal Affordable Housing Trust Meeting on 3/8 as well as the Chair Breakfast. Ms. Chrobak spoke on her time in DC advocating for funding with Congresswomen Trahan as well as the MassNAHRO Legislative Day meeting with Rep. Cataldo. Mr. Eifler attended the MassNAHRO Conference in Waltham on April 3. Mr. Larner represented the CHA at the Emerson Annex Condo meeting. The CHA should expect an increase in condo fees.

**d. Update on CHA Resident Board Member Timeline**

At the 4/3 Select Board Meeting Bea Fousek a resident at PBT was nominated for the Tenant Board Member Seat for a term of 5 years. Members also discussed having a summer meeting in-person. Recommended to discuss when Ms. Fousek attends her first meeting next month.

**4. New Business**

**a. Approval of Lowest Bidder – Maintenance and Repair HVAC Systems**

**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve Mechanical Air Control as lowest responsible bidder for Maintenance and Repair of HVAC Systems.**

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

*Resolution 4623.3*

**b. CHA Final Federal Audit**

The CHA Federal Audit performed by Marcum was included in materials. Ms. Polito thanked staff for their hard work on having an impressive clean audit.

**c. Approval of Write-Off - \$311**

**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve write-off in the amount of \$311.**

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

*Resolution 4623.4*

**d. Change Order 067123-CO-0001 – Replacement of Baseboard Heaters**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve Change Order 067123-CO-0001 – Replacement of Baseboard Heaters**

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

*Resolution 4623.5*

**e. Certificate of Substantial Completion – 067123 Thoreau St. Vacant Unit**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve Certificate of Substantial Completion – 067123 Thoreau St. Vacant Unit.**

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

*Resolution 4623.6*

**f. Approval of Contract for Financial Assistance - \$705,528**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve Contract for Financial Assistance in the amount of \$705,528.**

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

*Resolution 4623.7*

**g. Executive Director Report**

Report was included in materials. Repair of stairs at PBT has been completed. Notification has been sent to family residents encouraging them to apply for reduced rate on utilities through the Concord Municipal Utility Company. Information was also included in Newsletter. Northeastern Correctional Facility generously donated corned beef sandwiches to residents for our Saint Patrick's Day event. DHCD also submitted a letter asking the CHA to pay for contractor fees for the Thoreau St. project out of reserves while they work through ARPA funding technical issues. Ms. Polito thanked Mr. Phillips for his service to the CHA Board and wished him the best of luck.

**h. Upcoming Town Meeting Articles**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Larner that the CHA recommends Town Meeting take affirmative action on 2023 Town Meeting Articles 26, 27, 28 and 29.**

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

*Resolution 4623.8*

**VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips that the CHA recommends Town Meeting take affirmative action on 2023 Town Meeting Article 35.**

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

*Resolution 4623.9*

**i. Discussion on 4/12 Concord Housing Roundtable**

Chair Chrobak outlined CHA's participation in the Concord Housing Roundtable scheduled for in-person at Harvey Wheeler as well as on Zoom.

**5. Public Comment**

Select Board Member Escobedo congratulated the board on an impressive meeting of members and staff working together. She recommended that the votes taken on Town Meeting Articles be sent to a number of folks as soon as possible. Ms. Suarez thanked Mr. Phillips for his years of dedication and continued support to affordable housing. Mr. Bader noted that he looks forward to welcoming Ms. Fousek to the board next month.

**6. Adjournment of Meeting**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to adjourn at 5:30 PM.**

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

*Resolution 4623.10*

**Respectfully submitted by:**

**Jennifer M. Polito, Secretary**

**April 10, 2023**

Summary of Documents referenced include the following:

- Meeting Agenda
- Minutes of regular meeting of March 2, 2023
- Fee Accountant Financials February 2023
- Payment of Bills/Section 8 Disbursements March 2023
- Gail Neibaur Proposal – PBV

- Maintenance and Repair of HVAC Systems Materials
- Federal Audit – MARCUM
- Memo Re: Write-Off
- Change Order 067123-CO-0001 – Thoreau St. Project
- Substantial Completion Information – Thoreau St. Project
- Contract for Financial Assistance
- Executive Director Report
- Habitat for Humanity Homeowner Flyer
- April/May Newsletter