

CONCORD HOUSING AUTHORITY
REGULAR MEETING – May 2, 2019

BOARD MINUTES

Roll Call:

The meeting was called to order at 6:01 p.m. by Chair, Richard Eifler

MEMBERS PRESENT

Rick Eifler
Edward Larner
Fatima Mezdad

MEMBERS ABSENT

Todd Benjamin
Hester Schnipper

OTHERS PRESENT

Linda Escobedo
Lois Suarez
Doris Audette
Vince Carlson
Christina A.

At this time, Rick accepted nominations for CHA members to serve as officers effective immediately. Individual input from absent members favored members remaining in their current capacity.

Upon motion made by Fatima Mezdad and seconded by Edward Larner it was unanimously

VOTED: To nominate and elect Rick Eifler as Chair, Edward Larner as Vice Chair, Todd Benjamin as Treasurer, and Hester Schnipper as Assistant Treasurer.

Resolution 050219.2

PUBLIC HEARING

At this time Rick Eifler opened the public hearing for comment on HUD FY19 Capital Plan. Marianne distributed the use of \$53,182.00 for Capital Improvements in the following manner:

\$30,000.00-new roofs at Powder Mill Rd.- as identified by REAC at last inspection

\$15,000.00- new exhaust fans at Powder Mill Rd.

\$ 2,000.00- lead paint testing- vacant units at turnover

\$ 6,182.00-operations

Liz Rust shared useful information on the new HOME fund requirement that calls for additional testing of water pipes as part of lead inspections. Marianne will make sure that is included in any future testing.

Upon motion made by Edward Larner and seconded by Fatima Mezdad it was unanimously

VOTED: To approve HUD Capital Plan FY2019-FY2023 **Resolution 050219.3.b**

Upon motion made by Fatima Mezdad and seconded by Edward Larner it was unanimously

VOTED: To close the Public Hearing

CONSENT AGENDA:

- a. To approve Board Minutes of the Regular Meeting of Joint Housing Meeting of April 7, 2019
- b. To review Quarterly Operating Statements, March 31, 2019
- c. To approve Howard Gordon Financials-February 2019
- d. To approve bills and checks paid in April 2019
- e. Review TAR Credit Adjustments- April 2019
- f. Approve flooring contract, Talty Floors in the amount of \$15,706.00
- g. PHN 2019-09 Notice of Available Funding (NOFA)-Accessible Unit Initiative.
PHN 2019-10 NOFA-Leverage Asset Preservation Program
- h. Director's Notes

Upon motion made by Edward Larner and seconded by Fatima Mezdad it was unanimously

VOTED: to approve the consent agenda as read with the exceptions of "f" to be further discussed under old business. **Resolution 050219.4**

OLD BUSINESS:

Item "f"-Rick had questions about the low bid from Talty Floor and how they arrived at their number and what it included. Marianne explained that she worked with RCAT on the bid by specifying flooring commonly used in various units using an approximate number of turnovers for the year. Marianne provided the bid and Rick was able to see that the bid was broken down by per unit basis for various types of flooring. During this time, Ed Larner congratulated Doris Audette on speaking at the Joint Committee on Housing at the State House and Doris distributed a handout of her remarks to the audience and to the Board.

Upon motion made by Fatima Mezdad and seconded by Edward Larner it was unanimously

VOTED: to approve the items "f" of the consent agenda. **Resolution 050219.4**

Liz Rust addressed the Board about next steps for funding options for the Gerow land once it has been transferred from the Town to the Housing Authority. It is expected that the CHA will make an application to the CPA for the development of a two bedroom single family home. Liz has offered to assist the CHA with the LIP (Local Initiative Program) application process to facilitate adding this house to the Town's SHI. It was suggested that the CHA submit a request to the Town Manager prior to July 1, a projected cost of architectural and engineering fees in order to begin sooner. The CHA would be requesting funds from the recently appropriated free cash of \$500,000.00 that was set aside for the purposes of developing affordable housing. Marianne and Rick will

work on a cost estimate or create an RFP that will be brought to the Board at the June meeting in time to be presented to the Town Manager by July 1.

Marianne and Rick updated the Board on the conference call with the HUD panel to talk about HUD re-positioning. A couple of different scenarios were presented as we expressed the CHA's goal to increase the number of affordable units. Because we are a small Housing Authority, one option is to apply for disposition through the Special Application Center under Section 18, a streamlined voluntary conversion process, and convert all units from federal public housing to locally owned units. Tenants who are eligible could remain in the units with Tenant Protection Vouchers. The CHA would have to create a 501 (3) (c) in order to transfer these units out of Public Housing. This is a topic for further discussion when a full board is present.

Marianne presented three forms that are necessary for the submission of the HUD Capital Funds FY19. HUD 50071-CR, HUD 50071 and HUD SFELL were reviewed by the Board and approved for signature.

Upon motion made by Edward Larner and seconded by Fatima Mezdad it was unanimously

VOTED: to approve HUD Form 50071-CR, HUD 50071 and HUD SFELL for signature

Resolution 050219.6

Marianne presented the Fire Pit and Gas Grill Policy to the Board for approval. The Draft Policy prohibited the use of charcoal grills. Fatima asked that that language be removed.

Upon motion made by Fatima Mezdad and seconded by Edward Larner it was unanimously

VOTED: to approve the Amended Fire Pit and Gas Grill policy removing the language "charcoal grills prohibited"

Resolution 050219.6.d

Public comment from Doris Audette that the LTO plans to hold tenant board elections on May 30, 2019 and she will bring results and an LTO update to the June meeting. Marianne will place this item on the agenda.

Upon motion made by Fatima Mezdad and seconded by Edward Larner it was unanimously

VOTED: to adjourn the meeting.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted by:

Marianne Nelson
May 2, 2019

Summary of Documents referenced include the following:

- Board minutes of Regular joint meeting of April 7, 2019
- Quarterly Operating Statements, March 31, 2019
- Howard Gordon's Financials- April 2019
- Bills and Checks paid in April 2019
- TAR credit adjustments, April 2019
- Low bid tabulation sheet- Flooring contract
- PHN 2019-09- NOFA-Accessible Unit
- PHN 2019-10 NOFA-Leverage Asset Preservation Program
- HUD repositioning panel notes
- HUD Capital Improvement Plan-FY 2019-23
- HUD 50075CR-Civil Rights
- HUD 50071- Certificate of Payments to Influence Federal Transactions
- HUD SFELL-Disclosure of lobbying Activities
- Fire Pit and Gas Grill Policy-Draft