



**MEETING MINUTES**  
**May 4, 2023**  
**via Zoom**  
**4:00 PM**

**1. Roll Call**

The meeting was called to order at 4:00 PM. Ms. Chrobak welcomed new Tenant Board Member, Bernice Fousek.

**Members Present**

Stephanie Chrobak  
Stephan Bader  
Edward Larner  
Rick Eifler  
Bernice Fousek

**Members Absent**

**Others Present**

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

**2. Annual Meeting**

**a. Election of Officers**

**VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to elect Stephanie Chrobak as Chair.**

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

*Resolution 5423.1*

**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to elect Stephan Bader as Vice-Chair.**

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

*Resolution 5423.2*

**VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to elect Edward Larner as Treasurer.**

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

*Resolution 5423.3*

**VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to elect Rick Eifler as Vice-Treasurer.**

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

*Resolution 5423.4*

**b. Appointments – Community Preservation (CPC)**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to appoint Edward Larner as the CHA representative to the CPC.**

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

*Resolution 5423.5*

**c. Designees – Development, CMAHT, etc.**

The board discussed designees/liaisons to various groups.  
Concord Housing Development Corporation (CHDC) – Stephan Bader  
Concord Municipal Affordable Housing Trust (CMAHT) – Stephanie Chrobak  
CHA Development Designee including Voucher Programs – Rick Eifler  
Diversity, Equity and Inclusion (DEI) – Edward Larner

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to appoint designees/liaisons as presented.**

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

*Resolution 5423.6*

### **3. Consent Agenda**

- a. To approve minutes of the regular meeting of April 6, 2023
- b. To approve fee accountant financials March 2023
- c. To approve Quarterly Operating Statements ending 3/31/23
- d. To approve payment of the bills/Section 8 disbursements April 2023

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

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

*Resolution 5423.7*

### **4. Old Business**

#### **a. Development Updates**

Mr. Eifler, development designee, discussed ongoing conversations related to the CHA Local Properties, LLC Project Based Voucher Program (PBV). There could be an opportunity to project base units at Commonwealth Ave and Riverbend condo to add to SHI. He also discussed opportunities for developers to apply to PBV which could make the project more appealing. Discussions are ongoing.

#### **b. CHA Local Properties, LLC**

Executive Director Polito outlined an opportunity for the CHA to apply for Family Unification Program Vouchers (FUP). Working with consultant Gail Neibaur we will submit an application – the CHA could be awarded anywhere from 0 – 25 vouchers. The CHA would receive applicant information from the Department of Families and Children. We would then process for qualification and award voucher. The purpose is to unify parents who without housing would be unable to be unified with their children. Application deadline is May 25.

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

Members attended many meetings leading up to Town Meeting supporting affordable housing articles.

#### **d. Update on Town Meeting Articles Supported**

Article 35 unfortunately was not moved by the Planning Board. Other articles supported by the CHA passed successfully.

### **5. New Business**

#### **a. Federal Public Housing Grant**

HUD requires agencies who reject any grants to have a board resolution. The CHA will be rejecting this grant since we no longer have a federal public housing program and therefore, would need to return the grant if collected.

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to reject Grant MA01P098501-22 & MA01P098501-23 relative to the federal public housing program.**

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

*Resolution 5423.8*

**b. MMDT Investment Consideration**

Memo was included in materials. Because of our growing accounts and after conversations with our fee accountant the board discussed investing in Massachusetts Municipal Depository Trust (MMDT) which will provide the LLC with a reasonable (5%) return. We can withdraw money at no penalty.

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to move \$300,000 from CHA Local Properties, LLC checking account to a new, to be established MMDT account.**

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

*Resolution 5423.9*

**c. Certificate of Final Completion Project 067123 Vacant Unit – 284 Thoreau.**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to approve Certificate of Final Completion Project 067123 Vacant Unit – 284 Thoreau.**

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

*Resolution 5423.10*

**d. Consideration of iPads for CHA Commissioners**

T-Mobile is offering free iPads for the housing authority with a fee of \$20 per month for service. The board agreed to have a Pilot Program beginning with Ms. Fousek.

**e. Authorization of ED and Chair to sign Wage Match Acknowledgement Certification**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to authorize ED and Chair to sign Wage Match Acknowledgement Certification.**

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

*Resolution 5423.11*

**f. Executive Director Report**

Report was included in materials. Unit at Everett Gardens Expansion was accepted by a Concord resident. Due to ongoing issues with CHAMP, and increasing workload of staff – Ms. Polito informed the board of bringing back Laura LoVuolo part-time to help with the CHAMP process. At next years budget the board can decide if this will be a permanent position. With the Thoreau St. project completion, the CHA will host our local legislators, town officials, etc. to tour the site and to recognize the beautifully completed 3-bedroom handicap unit.

**6. Public Comment**

Select Board Member Escobedo congratulated the board on an action-packed agenda. She recommended inviting Town Manager, Select Board and others to event at Thoreau St. She also emphasized the town-wide support related to grant application for FUP Vouchers. Initiatives supporting the new emergency housing shelter as well as the 6 housing groups including the

roundtable support that Concord is committed to a number of new potential projects around affordable housing.

**7. Adjournment of Meeting**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to adjourn at 5:28 PM.**

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

*Resolution 5423.12*

**Respectfully submitted by:**



**Jennifer M. Polito, Secretary**

**May 4, 2023**

Summary of Documents referenced include the following:

- Meeting Agenda
- Minutes of regular meeting of April 6, 2023
- Fee Accountant Financials March 2023
- Payment of Bills/Section 8 Disbursements April 2023
- Quarterly Financial Statements
- Email re: federal public housing grant
- Memo re: MMDT consideration
- Certification of Final Completion – Thoreau St.
- Wage Match Authorization documents
- ED Report
- Photos of new kitchen at Bedford St.