

CONCORD HOUSING AUTHORITY
REGULAR MEETING-May 6, 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
Edward Larner
Charles Phillips
Hester Schnipper

MEMBERS ABSENT

Stephen Dirrane

OTHERS PRESENT

Marianne Nelson

2. **CONSENT AGENDA**

- a. To approve minutes of Regular meeting April 1, 2021 and Special meetings of April 8, 2021 and April 28, 2021
- b. To approve Fee Accountants Financials- March 2021
- c. To review Quarterly Operating Statements, March 2021
- c. To approve bills and checks paid in April 2021
- d. Director's Notes

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

VOTED: to approve the consent agenda with the exception of Item "c" to be discussed under Old Business

Resolution 050621.2.

OLD BUSINESS:

Item "c"- Ed has a question on the revenue and why the budget vs. actual seemed to be behind. Marianne explained that revenue is down due to COVID but it is more likely that it is because DHCD has not yet reimbursed with operating money. There was a large deposit at the end of April that would not have been reflected on that report. Charles had some questions on Section 8 disbursements and needed clarification on the report.

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

VOTED: to approve Item "c" of the consent agenda.

Resolution 040121.2.c

Rick presented the contract negotiated and offered to Jennifer Polito. Once we receive Board approval it will be sent along to DHCD for their approval. Jennifer is available to begin in mid- June.

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

VOTED: To approve the ED contract for Jennifer Polito in the amount of \$92,000.00 at 37 ½ hours per week with a salary review in six months, not to exceed \$94,235.00 and four weeks vacation after six months of employment.

Resolution 050621.3.a

Rick presented the site plan that the Engineers will use to submit the Notice of Intent to the Natural Resources and Conservation Commission. The access road that runs in front of the lot will be used by the town during Phase 1 of the park development so we would not be able to begin construction until the Town is done with this phase and no longer needs this access.

Marianne informed the Board that the SAC application has been submitted. HUD has sixty days to review.

NEW BUSINESS

A Change Order for Bedford Court renovations needs to be approved by the Board. This change order was for the cost of additional materials for sub flooring and for the relocation of a vent pipe.

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

VOTED: to approve Change Order #1 in the amount of \$1,1850.00, E5 Builders

Resolution 050621.4.a

Marianne asked that the Board approve the few minor changes that DHCD had asked for in the Grievance Policy. These changes were:

1. Put somewhere in the document that while Concord does not now have MRVP/AHVP, if they get any in the future the Grievance Procedure will apply to participants.
2. Change references to "tape recording" to "digital recording".
3. Delete one of the "Impartiality of Hearing Officer" sections (it's in there twice).

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

VOTED: to approve the Grievance Policy

Marianne presented changes to the Reasonable Accommodation Policy and asked for Board approval.

The changes to the Policy include additional guidance on Service and Support Animals in Public Housing including the definition of an exotic animal

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

VOTED: to approve the Reasonable Accommodation Policy for Service and Support Animals

Rick updated the Board on meeting with Marianne and Liz Rust to identify potential sites in town for future affordable housing development that include HA owned properties.

The meeting schedule going forward will be set by the new ED and new Board, however, it was decided to schedule the Annual Meeting that includes the election of officers as well as other Board representatives after Town meeting on June 13. The next HA meeting will take place on June 17, 2021.

At this time, the Board and members of the public recognized the service of Hester Schnipper who will be leaving the Board. Hester's contribution as CPC representative as well as her commitment to the Housing Authority mission was appreciated and acknowledged.

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

VOTED: to adjourn the meeting at 7:50 p.m.

Respectfully submitted by:

Marianne Nelson

May 6, 2021

Summary of Documents referenced include the following:

- Regular Board minutes of April 1, 2021 and Special meetings of April 8, 2021 and April 28, 2021
- Fee Accountants Financials March 2021
- Quarterly Operating Statements- March 31, 2021
- Bills and Checks paid in April
- Ed contract for Jennifer Polito
- Site Plan-Commonwealth Avenue
- Change Order #1- E5Builders in the amount of \$1,850.00
- State Grievance Policy
- Reasonable Accommodation Policy for Service and Support animals
- Directors Notes