



MEETING MINUTES
May 11, 2022
via Zoom
4:00 PM

1. Roll Call

The meeting was called to order at 4:05 PM.

Members Present

Richard Eifler
Stephanie Chrobak
Stephan Bader
Edward Larnar
Charles Phillips

Members Absent

Others Present

Jennifer Polito, Executive Director
Linda Escobedo, Select Board

2. Annual Meeting

a. Election of Officers

- i. VOTED: On a motion by Mr. Eifler and seconded by Mr. Larnar to elect Stephanie Chrobak as Chair.**
YES: Eifler, Chrobak, Larnar, Phillips
Resolution 51122.1
- ii. VOTED: On a motion by Mr. Eifler and seconded by Mr. Larnar to elect Stephan Bader as Vice-Chair.**
YES: Chrobak, Bader, Larnar, Eifler, Phillips
Resolution 51122.2
- iii. VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to elect Edward Larnar as Treasurer.**
YES: Chrobak, Bader, Larnar, Eifler, Phillips
Resolution 51122.3
- iv. VOTED: On a motion by Mr. Larnar and seconded by Mr. Bader to elect Rick Eifler as Vice-Treasurer.**
YES: Chrobak, Bader, Larnar, Eifler, Phillips
Resolution 51122.4
- v. VOTED: On a motion by Mr. Larnar and seconded by Mr. Eifler to appoint Charles Phillips as the CHA representative to the CPC.**
YES: Chrobak, Bader, Larnar, Eifler, Phillips
Resolution 51122.5
- vi. VOTED: On a motion by Mr. Larnar and seconded by Mr. Bader to appoint Rick Eifler as board representative for future development.**
YES: Chrobak, Bader, Larnar, Eifler, Phillips
Resolution 51122.6

vii. VOTED: On a motion by Mr. Eifler and seconded by Mr. Phillips to appoint Stephan Bader as the CHA representative to the Concord Municipal Affordable Housing Trust.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 51122.7

3. Consent Agenda

- a. To approve minutes of the regular meeting of April 7, 2022
- b. To approve minutes of the special meeting of April 21, 2022
- c. To approve Fee Accountants Financials – March 2022
- d. To approve Quarterly Operating Statements – March 31, 2022
- e. To approve payment of the bills/Section 8 disbursements April 2022
- f. To review Agreed Upon Procedures (AUP) FYE21 and Final Financial Audit FYE21
- g. Correspondences

VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve items a – e of the consent agenda.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 51122.8

Mr. Bader commended the CHA for a good Financial Audit. Discussion relative to \$1M loan from Mass Housing. ED will reach out to fee accountant to gather information on how it will affect us moving forward.

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

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 51122.9

4. Old Business

a. Commonwealth Ave. Project

Chair Eifler updated group. A small parcel of the proposed single-family house is subject to deed restriction limiting the use of the premises be for “public housing”. It was determined that in order to move forward we must file for Home Rule Petition. Director Polito will reach out to Rep. Gouveia to see if we could work together to incorporate this in upcoming legislation. Another option is to go to Town Meeting, but that would be a year away. V. Treasurer Eifler will also contact the town to see if all three committees that have already approved our plan would be open to a minor change instead of a new public hearing process.

b. HUD Reposition Update

The CHA officially repositioned its 18 federal public housing units on April 28. Projects to still be completed under the federal public housing program include windows/doors at Cottage and Main as well as boilers at Powder Mill Rd.

c. Board Member Reports on Committee Meetings Attended

Stephan Bader attended the Concord Municipal Affordable Housing Trust. He discussed the three articles that the CHA supported, as well as Town Meeting as well as the Thoreau St. article which didn't pass.

5. New Business

a. Executive Director Report

Report was included in packet. Interviews will be taking place in the coming days for a Maintenance Groundskeeper/Laborer and RSC. The CHA was also informed that a resident was awarded a MassNAHRO Past President's Scholarship. The CHA is very proud of the hard work she has accomplished.

b. Approval of Grounds Policy

A draft policy was included. Meetings were held with residents and staff. Suggestion to provide another draft to allow for language encouraging future gardening. Chair Chrobak offered to assist.

c. Bedford St. Development

The CHA was awarded funds for Bedford St. to study and determine future of septic system. The timing is crucial since the League of Women Voters has noted that the land on Bedford St. could be available for development, however, determining water/sewer is crucial. Rick Eifler and ED Polito will speak with consultant who recently worked with the Acton H.A.

6. Public Comment

V. Carlson noted that the legislature will be looking at extending remote meetings. D. Audette suggested language in the Grounds Policy to include a vision statement noting that gardening enhances the lives and is a benefit to our residents. She also recommended that we look at the Grounds Policy each year for updates.

7. Adjournment of Meeting

VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to adjourn at 5:55 PM.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 51122.10

Respectfully submitted by:

Jennifer M. Polito, Secretary

May 11, 2022

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of April 7, 2022
- Special Board Minutes of April 21, 2022
- Fee Accountant Financials March 2022
- Check and HAP Disbursements April 2022
- Quarterly Operating Statements – March 31, 2022
- AUP FYE21 and Final Financial Audit FYE21
- MassNAHRO Newsletter
- Award Letter – Septic System at Bedford St.
- Executive Director Report
- Grounds Policy Draft

