



**MEETING MINUTES**  
**June 2, 2022**  
**via Zoom**  
**4:00 PM**

**1. Roll Call**

The meeting was called to order at 4:03 PM.

**Members Present**

Stephanie Chrobak  
Stephan Bader  
Edward Larner  
Rick Eifler  
Charles Phillips

**Members Absent**

**Others Present**

Jennifer Polito, Executive Director  
Linda Escobedo, Select Board  
Ray Andrews, Finance Committee

**2. Consent Agenda**

- a. To approve minutes of the regular meeting of May 11, 2022
- b. To approve Fee Accountants Financials – April 2022
- c. To approve payment of the bills/Section 8 disbursements May 2022

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

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

*Resolution 6222.1*

**3. Old Business**

**a. Commonwealth Ave. Project**

Mr. Eifler updated the board. We are currently looking at two different avenues to move forward since a piece of the proposed home is on restricted land. One would be to reduce the footprint of the house, and the other would be to try to attain legislative/town meeting approval. Mr. Eifler and Ms. Polito met with Rep. Gouveia's staff to discuss legislative action. Meeting will be held with Mr. Eifler, Ms. Polito and architect to discuss revising site plan.

**b. Bedford St. Development**

The CHA was awarded a grant for septic systems at Bedford St./Strawberry Hill. Mr. Eifler, Ms. Polito and CHA maintenance met on-site with DHCD to discuss Bedford St. DHCD did not have record of the 2011 septic system. Next steps will be to perform a feasibility study. Following the study, we will meet with town officials to determine if we could connect to town sewer, making it more possible to add additional units to the development.

**c. CHA Local Properties, LLC Update**

The Windows/Doors/Siding project is just about complete at Cottage/Main/Powder Mill Rd. The RFP is due shortly for boilers at Powder Mill Rd. Architect will determine low bidder and make reference checks. We are also investigating paying for trash removal for all 18 families.

**d. Board Member Reports on Committee Meetings Attended**

Vice Chair Bader encouraged folks to attend the Housing Production Plan Meeting on June 7 at 7 PM.

**e. Approval of Grounds Policy**

The Grounds Policy was discussed. Vice Chair Bader recommended additional language which was inserted. Suggestion to review policy after a full cycle of gardening to see if any revisions should be made.

**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve the Resident Garden Policy.**

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

*Resolution 6222.2*

**4. New Business**

**a. Executive Director Report**

Report was included in packet. The CHA was thrilled to announce the hiring of Ken Hatfield, Maintenance Laborer/Groundskeeper/Mechanic and Muriel Portugal, Resident Service Coordinator. Both started this week. Ms. Portugal will be on-site on Tuesdays and available by email and phone M – F. The CHA was also awarded \$110,443 in ARPA funding. Working with RCAT to determine best use. Vice Chair Bader and Executive Director Polito attended the 2022 MassNAHRO Annual Conference in Falmouth. Mr. Bader noted that it was a great conference and it made him very proud of the CHA Board and staff.

**b. Board Member Training**

Lori McBride, Regional Attorney will present a board member training on either June 29 or June 30. Ms. Polito will send a survey to determine availability.

**5. Public Comment**

Select Board Member Escobedo encouraged all to attend the Housing Production Plan Meeting next week. There is also a board training on the Town of Concord's website for those interested. Resident Suarez asked if now that the CHA has an LLC, can we accept donations. The LLC is not a 501c3. Ray Andrews, Finance Committee Member noted that there is a possibility of a Special Town Meeting in October in the chance that the CHA might want to bring something related to Commonwealth Avenue.

**6. Adjournment of Meeting**

**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to adjourn at 4:45 PM.**

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

*Resolution 6222.3*

**Respectfully submitted by:  
Jennifer M. Polito, Secretary**

**June 2, 2022**

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of May 11, 2022
- Fee Accountant Financials April 2022
- Check and HAP Disbursements May 2022
- Grounds Policy Draft
- Executive Director Report