



MEETING MINUTES
July 7, 2022
via Zoom
4:00 PM

1. Roll Call

The meeting was called to order at 4:00 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
Liz Rust, RHSO

2. Consent Agenda

- a. To approve minutes of the regular meeting of June 2, 2022
- b. To approve minutes of the special meeting of June 15, 2022
- c. To approve Fee Accountants Financials – May 2022
- d. To approve payment of the bills/Section 8 disbursements June 2022
- e. Correspondences – MassNAHRO Newsletter

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

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 7722.1

3. Old Business

a. Commonwealth Ave. Project

Mr. Eifler presented new drawings showing the house within necessary property lines to abide by deed restriction. The engineer will present to Conservation Committee and then Mr. Eifler will work with architect on next plans. Habitat has placed their utility trailer on the property with the town's approval.

b. Bedford St. Development

Mr. Eifler presented a list of CHA owned properties with information on potential development. Within his research, he found that Bedford St. is deed restricted to 8 units. To determine if this property is feasible, it would require a Town Meeting vote as well as determination of connecting to town sewer. The CHA currently has a work order with DHCD to determine septic/town sewer.

c. CHA Local Properties, LLC Update

Executive Director has been working with the town to setup residents for trash removal. Cost is expected to be around \$400 per unit, per year and residents will receive 2 recycle bins and 1 sticker for pickup weekly.

d. Board Member Reports on Committee Meetings Attended

None.

4. New Business

a. Executive Director Report

Report was included in packet. There are three units at Bedford St. which all need substantial rehab and have been approved for waivers. We have also submitted applications through Action, Inc. to secure new boilers as well as the LEAP Program to secure new refrigerators. There is currently an RFP out for plumbing services. Executive Director encouraged folks to spread the word for a 1BR opening at Old Bedford Rd. Deadline is July 19 and will be run as a lottery process. Information is on our website.

b. CHDC Maintenance Proposal

Liz Rust, RHSO – gave background on CHDC’s request to have CHA perform maintenance on a duplex that was acquired from CHDC’s purchase of the Assabet River Bluff property – 406 Old Marlboro Rd. Contract was prepared by CHA attorney Kurt James and reviewed with comments by CHDC. CHA staff and Mr. Eifler toured the property with Liz Rust.

VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to accept contract between CHA and CHDC to perform maintenance as needed at 406 Old Marlboro Rd.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 7722.2

c. DHCD Survey Results

DHCD sent a survey to all residents of its 667 programs. 50% of residents responded to the survey and feedback was good. Suggestion to make available for residents so they can see how the CHA compares to other housing authorities of its size.

d. To Approve Certificate of Substantial Completion – Window & Door Replacement Cottage, Main and Powder Mill Rd.

VOTED: On a motion by Mr. Bader and seconded by Mr. Larner to approve Certificate of Substantial Completion – Window & Door Replacement, Cottage, Main and Powder Mill Rd.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 7722.3

e. To Approve Low-Bidder, Talty Flooring, Inc. Contract

VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to approve low-bidder, Talty Flooring, Inc. Flooring Contract

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 7722.4

f. To Approve Change Order 067105-CP-0010 a credit of \$6,637 – EGE Bathroom Upgrade

VOTED: On a motion by Mr. Larner and seconded by Mr. Bader to approve Certificate of Substantial Completion – Window & Door Replacement, Cottage, Main and Powder Mill Rd.

YES: Chrobak, Bader, Larner, Eifler, Phillips

Resolution 7722.5

- g. To approve Substantial Completion for Project 067105 – EGE Bathroom Upgrade**
VOTED: On a motion by Mr. Bader and seconded by Mr. Eifler to approve Certificate of Substantial Completion for Project 067105 – EGE Bathroom Upgrade
YES: Chrobak, Bader, Larner, Eifler, Phillips
Resolution 7722.6

h. CPC Funding Requests – Application Deadline 9/16

Discussion was held on the need to apply for funding through CPC. Some members felt that because we don't have anything in the pipeline – that there should not be requests made, however, we should make them aware of items in the future. V. Chair Bader offered to write a first draft letter to CHDC and HPP to talk about future ideas and projects.

5. Public Comment

Select Board Member Escobedo encouraged members to float potential ideas to CPC, so they are aware of future requests.

6. Adjournment of Meeting

VOTED: On a motion by Mr. Eifler and seconded by Mr. Larner to adjourn at 5:35 PM.
YES: Chrobak, Bader, Larner, Eifler, Phillips
Resolution 7722.7

Respectfully submitted by:
Jennifer M. Polito, Secretary
July 7, 2022

Summary of Documents referenced include the following:

- Meeting Agenda
- Regular Board Minutes of June 2, 2022
- Special Board Minutes of June 15, 2022
- Fee Accountant Financials May 2022
- Check and HAP Disbursements June 2022
- MassNAHRO Newsletter
- CHA Preliminary Review of adding additional units to SHI
- Executive Director Report
- CHDC/CHA Maintenance Agreement
- DHCD Resident Survey Results
- Substantial Completion – Window & Door Replacement
- Low Bidder Flooring Contract – Talty Flooring, Inc.
- Change Order 067105-CP-0010 – EGE Bathroom Upgrade
- Substantial Completion – 067105 EGE Bathroom Upgrade