



**Concord Housing  
Development Corporation**  
CHDC Meeting Minutes  
Tuesday July 11, 2023, 8am  
**Virtual Meeting**

Board Members present: Dan Drazen, Peter Lowitt, Julie McClure, Lee Smith

Other: Liz Rust (RHSO), Ray Andrews, Linda Escobedo (SB Liaison), Stephan Bader (CHA), Keith Bergman (CMAHT), Kathy Cuocolo (Fincom Liaison), Karlen Reed

Meeting called to order at 8:01am by Roll Call Vote: Mr Drazen – Aye, Mr. Lowitt – Aye, Ms McClure – Aye, Mr. Smith – Aye.

Adjourn 9:32

1. Financials: Board reviewed the June financials, and noted the decreasing balance with no revenue sources, impacting on-going operations and the Small Grant. The CHDC instructed Ms Rust to prepare a memo to the CMAHT requesting \$50k (\$25k per year for two years) for the Small Grant Program.
2. *It was moved and seconded, and VOTED 4-0 through roll call vote, to*  
Approve the April 12, 2023, May 10, 2023, June 14, 2023 minutes  
*Roll Call Vote: Mr. Drazen – Aye, Mr Lowitt – Aye, Ms McClure - Aye, Mr. Smith – Aye*
3. Junction Village: The CHDC discussed the RFP, and decided to hear from Town Counsel on the affordable housing requirement before issuing the RFP. The business portion of the draft RFP was briefly presented, and the Board members were asked to offer comments before the next meeting in August.
4. Assabet River Bluff: The plans and materials are being prepared for the permit application with some agreed upon changes. The HVAC system replacement is underway, with final estimates in process.
5. Baker Avenue 40B: Brief discussion and project introduction. No vote or action taken.