

CONCORD HOUSING AUTHORITY
REGULAR MEETING – July 25, 2019

BOARD MINUTES

Roll Call:

The meeting was called to order at 8:00 a.m. by Chair, Richard Eifler

MEMBERS PRESENT

Rick Eifler
Todd Benjamin
Hester Schnipper
Fatima Mezdad
Edward Larner

MEMBERS ABSENT

OTHERS PRESENT

Marianne Nelson
Mark Henderson
Doris Audette
Linda Escobedo

CONSENT AGENDA:

- a. To approve Board Minutes of the Regular Meeting of June 6, 2019
- b. To approve Howard Gordon's Financials-June 2019
- c. To approve bills and checks paid in July 2019
- d. To review TAR credit adjustments-July 2019
- e. To accept Financial Audit proposal, Marcum Accountants & Advisor,
Financial Audit 2019-\$10,000.00, 2020- \$12,000.00, 2021- \$12,000.00
- f. To accept AUP Audit proposal, Marcum Accountants & Advisors, **AUP Audit
2019-\$3,150.00, 2020-\$3,150.00, 2021- \$3,150.00**
- g. Approve TAR write offs-Federal Family \$2,503.88, State 705 \$2,291.00
- h. Review vacancy report, third quarter 2019
- i. DHCD 2019-17 Facility Condition, Accessibility and Sustainability Assessment
of State Aided public housing
- j. 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 items 'c', 'e' 'i' and 'j' to
be further discussed under Old Business.

Resolution 072519.2

OLD BUSINESS

Item 'c'- Todd asked about the increased number of items categorized under Sundry on the AP report for July. The sundry account is a miscellaneous account and the accountant makes journal entries at the end of the month moving these expenses into the appropriate account. Marianne said that she would check with Howie to see if we could create more specific categories so it is clearer to identify what the charges actually are on the reports .

Item 'e'- Todd asked for a little more clarification on the audit proposals. Marianne explained that she did send out an RFP and asked DHCD for guidance. DHCD sends a very limited list of qualified firms to perform the AUP.

Item 'i'-Rick asked for additional information on the facility assessment notice from DHCD. Marianne explained that DHCD will be coming out to look at all state units for condition and accessibility but has not received a date yet.

Item 'j'- Todd had questions on the EXP bathroom project. Marianne said that we will know more about this once the walk-through with the architect occurs on July 31. At this time, Ed wanted to bring to the boards' attention, the item in the DN referencing Doris Audette's request to fundraise in order to preserve the life of a Weeping Copper Birch tree on CHA property. Doris spoke on the matter and Marianne said she was still waiting to hear from DHCD on whether this was allowed. The Board was in agreement that Doris should be allowed to fundraise to save the tree.

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

VOTED: To allow Doris Audette to fundraise to preserve the life of the Weeping Copper Birch tree.

Resolution 072519.2

Upon motion made by Todd Benjamin and seconded by Hester Schnipper it was unanimously

VOTED: to accept items 'c', 'e', 'i' and 'j' of the consent agenda.

Resolution 072519.2

Rick and Marianne updated the Board on the Gerow land. In response to the CHA request for \$50,000.00 from the funds appropriated under Article 23 at Town meeting that have been set aside for the purposes of Affordable Housing, the Select Board has requested additional information on the funding sources that CHA plans to use to develop this parcel. Marianne and Ed spoke to Charles Philips of the Concord Housing Foundation (CHF) to see if the Foundation would be willing to contribute to this project. Charles explained that although the CHF would enthusiastically support the project, they could not make a financial commitment at this time. They had recently given \$75,000 to

CHDC for the purchase of 930 Main St. CHCD will work with Habitat for Humanity to fundraise for the construction and because both CHF and Habitat accept from the same donor base, CHF does not expect to do any more fundraising until some time next year. The Housing Authority has responded to the Select Board by stating its intention is to submit an application to CPA this fall for construction funding. Marica Rasmussen, Town Planner will be submitting a letter of support.

Marianne updated the board on HUD repositioning efforts. Todd asked about the related webinars and if they could be forwarded for Board member viewing. Todd also asked about the timing of the conversion and if, as indicated by our accountant, the timing was critical in order not to experience a gap in Section 8 funding. Marianne has a conference call scheduled with Shannon Lester from Recap Advisors on August 13 to talk about the first steps in the application process and will ask about this. Marianne has contacted attorney Kurt James who has agreed to come to an upcoming Board meeting and present non-profit options for HUD properties, local properties and other opportunities that may arise and would require non-profit status for the CHA.

Doris Audette updated the Board on the newly forming LTO. An election was held on May 30 and verified on June 12 by Mass Union Tenants Association. The five newly elected members are: Doris Audette, Susan Page, Vincent Carlson, Steve McWalter, and Rose O'Neil. They expect to meet this month to start working on the By-laws.

Fatima and Mark talked about the bathroom fan replacements at Powder Mill Rd. and the concerns over the fans not fitting properly and leaving a gap in the ceiling. Mark explained that the electrician would be coming back to rough patch the area and CHA Maintenance would finish and paint and ceiling.

There was a brief discussion on Board meeting times and a poll to get member's preference; morning vs. evening. The Board meeting schedule for the coming year will remain on the first Thursday of the month at 6:00 p.m. at the CHA office.

Upon motion made by Hester Schnipper and seconded by Edward Larner it was **VOTED:** to approve the board meeting schedule September 2019 through June 2020- the first Thursday of each month at 6:00 p.m. at 34 Everett St.
Opposed by Fatima Mezdad- abstention by Rick Eifler

Upon motion made by Hester Schnipper and seconded by Todd Benjamin it was unanimously **VOTED:** to adjourn the meeting.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted by:

Marianne Nelson
July 25, 2019

Summary of Documents referenced include the following:

- Board minutes of Regular meeting of June 6,2019
- Howard Gordon's Financials- May 2019
- Bills and Checks paid in June 2019
- TAR credit adjustments, June 2019
- Financial Audit Proposal, Marcum & Associates
- AUP audit proposal, Marcum & Associates
- PHN 2019-12- Facility Condition, Accessibility and Sustainability Assessment of State Aided public housing
- Vacancy report-third quarter 2019
- Director's Notes
- PIH Repositioning Public Housing
- Free Consult with Hartney Greymont- Weeping Cooper Beech Tree