



August 5, 2021
Peter Bulkeley Community Room
5:00 PM

1. Roll Call

The meeting was called to order at 5:01 PM.

Members Present

Richard Eifler
Edward Larner
Charles Phillips
Stephan Bader
Stephanie Chrobak

Members Absent

Others Present

Jennifer Polito, Executive Director

2. Consent Agenda

- a. To approve minute of the regular meeting of June 17, 2021
- b. Correspondences
 - i. NERC/NAHRO Newsletter
 - ii. E-mail from Concord Resident
- c. To approve bills and checks paid June & July 2021
- d. To approve Section 8 disbursements June & July 2021

VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips to approve items A, B and D on consent agenda and pull item C – checks paid June & July. Unanimous. Resolution 8521.1

Mr. Larner asked for clarification on the check written to the Concord Retirement Board. This amount is based on an assessment - \$57,976.

VOTED: On a motion by Mr. Larner and seconded by Ms. Chrobak to approve item C on the consent agenda. Unanimous. Resolution 8521.2

3. Financials

- a. **To approve Fee Accountants Financials – June 2021 (year-end)**
VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips – to approve Fee Accountants Financials – June 2021 (year-end). Unanimous. Resolution 8521.3
- b. **To sign YE certifications, lead paint certification, Top 5 Compensation**
It was suggested to add line *to the best of our knowledge* on each certification.
- c. **Middlesex Savings Bank – approve online banking for Executive Director**
VOTED: On a motion by Mr. Bader and seconded by Mr. Larner – to approve online banking for Executive Director at Middlesex Savings Bank. Unanimous. Resolution 8521.4

4. Old Business

a. Commonwealth Ave. Project Update

Chair Eifler prepared and submitted application to ZBA 8/5. Drawings were available for participants. Expected to be on ZBA agenda sometime in September, and then a hearing could

be scheduled in October. There is still a gap in funding. It was suggested to apply to CPC. The money would not be allocated until town meeting in May. Cost of project is expected to be \$600k.

VOTED: On a motion by Mr. Phillips and seconded by Ms. Chroback– to pursue a CPC application in the amount of \$200k for Commonwealth Avenue project. Unanimous. Resolution 8521.5

b. HUD Reposition Update

We received notice that our application has gone to the next step at management for approval. J. Polito acknowledged the commitment that went into getting to this point by retired Executive Director Marianne Nelson. Once approved we will have 1 year to spend down reserves, estimated to be around \$100k.

c. RCAT Update

There was no meeting in July. Next meeting in September.

d. CHA Bylaws Update

Sample bylaws have been provided to Executive Director from Regional Attorney. Once reviewed a draft will be presented to board in September.

e. Diversity, Equity and Inclusion Statements

The board was provided sample statements from housing authorities throughout the nation. Members discussed waiting for DHCD to come out with guidance. The Town of Concord will be forming a committee that would require participation from residents. Suggestion to include information regarding town committee in Newsletter.

5. New Business

a. Executive Director Report

A report was included in packets and available on website. Bathroom project at Everett Gardens Expansion will begin last week in August. Resident Service Coordinator, Jamara Exilus will begin next week. Executive Director informed the board of the opportunity to serve on the National NAHRO Member Services Committee. This would require travel to two out of state conferences. Director Polito is a Commissioner at the Norwood Housing Authority so there would be some shared expenses. Board supported and encouraged Ms. Polito to participate in advocacy groups.

b. Approve Change Order #001 – 14-16 Bedford Ct. - \$5,500

VOTED: On a motion by Mr. Larner and seconded by Mr. Phillips – to approve Change Order #001 – 14-16 Bedford Ct - \$5,500. Unanimous. Resolution 8521.6

c. To approve updates to VAWA Policy

VOTED: On a motion by Ms. Chroback and seconded by Mr. Bader – to approve updates to VAWA Policy. Unanimous. Resolution 8521.7

d. To approve contract with Driscoll & Driscoll, PC.

VOTED: On a motion by Mr. Larner and seconded by Ms. Chroback to approve contract with Driscoll & Driscoll, PC. Unanimous. Resolution 8521.8

6. Public Comment

Residents expressed concern over internet at PBT. Suggestions such as adding router on each floor. A brief discussion was held on future meetings zoom vs. in-person. It was decided for now, we will continue to meet in person.

7. Adjournment of Meeting

VOTED: On a motion by Mr. Bader and seconded by Mr. Charles to adjourn. Unanimous.
Resolution 8521.9

Respectfully submitted by:
Jennifer M. Polito, Secretary
August 5, 2021