



**Concord Housing  
Development Corporation**

**CHDC Meeting Minutes  
Thursday August 15, 2019  
7pm 55 Church Street  
West Concord**

Board Members present: James Burns, Jerry Evans, Lee Smith, Doug Bacon

Staff: Liz Rust (RHSO)

Regrets: Yanni Tsitsas

Meeting convened at 7:00pm. Meeting adjourned at 8:30pm.

1. Minutes Approval: Regular Meetings of 5/14/19

Upon a motion duly made and seconded the Board UNANIMOUSLY (4-0)

*VOTED: to approve the minutes from Regular Session of 5/14/19*

2. Financial Updates: The Board reviewed a 5-year financial outlook as well as the year-end accounting statements prepared by the bookkeeper, with no revisions needed. The tax filing process has started with the CPA, who prepares the IRS 990 and the State Form PC as well as the Financial Statements.

3. 930 Main St update: The closing has been delayed, though is inching forward towards a 8/20/19 closing, due to delays on the seller side. The board was receptive to providing assistance in clearing out the house if needed.

Upon a motion duly made and seconded the Board UNANIMOUSLY (4-0)

*VOTED: to authorize up to \$3,000 to assist the seller in vacating the house at 930 Main St, to be expended at the discretion of the chair.*

Upon a motion duly made and seconded the Board UNANIMOUSLY (4-0)

*VOTED: to authorize the chair to attend the closing, sign any and all required documents and to further make any decisions reasonable and necessary.*

4. Junction Village update: DHCD has asked the Junction Village/Christopher Heights of Concord to finalize the ground lease, before the next funding submission in February 2020, as well as the property tax assessment and local HOME funding.