



**MEETING MINUTES**  
**August 24, 2023**  
**via Zoom**  
**4:00 PM**

**1. Roll Call**

The meeting was called to order at 4:01 PM.

**Members Present**

Stephanie Chrobak  
Stephan Bader  
Edward Larner  
Rick Eifler  
Bernice Fousek (4:35 PM)

**Members Absent**

**Others Present**

Jennifer Polito, Executive Director  
Linda Escobedo, Select Board  
Lois Suarez  
Karleen Reed

**2. Consent Agenda**

- a. To approve minutes of Concord Roundtable March 9, 2022
- b. To approve minutes of Concord Roundtable August 30, 2022
- c. To approve minutes of the regular meeting of July 6, 2023
- d. To approve minutes of the special meeting of the LLC August 1, 2023
- e. To approve minutes of the special meeting of the CHA August 1, 2023
- f. To approve Fee Accountants Financials – June 2023
- g. To approve payment of the bills/Section 8 disbursements July 2023

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

**YES: Chrobak, Bader, Larner, Eifler**

*Resolution 82423.1*

**3. Old Business**

**a. Development Updates**

Mr. Eifler, development designee, informed the board that the doors are in, and they are pretty far along inside at the Commonwealth Avenue project. The board discussed the opportunity to purchase another unit, most likely a condo and how we would seek funding. A discussion was held on applying to the Trust and CPC or just the Trust. Amount requested would be \$400k with the intent that the LLC could afford remaining.

**b. CHA Local Properties, LLC**

Director Polito and Mr. Eifler have been working on the PBV Voucher for Riverbend and currently waiting for PILOT Agreement to come back from Town Counsel.

**c. Board Member Reports on Committees Attended**

Chair Chrobak attended the Chair Breakfast and Council on Aging Meeting – they will be looking for a liaison. Mr. Larner attended CPC and DEI meetings, Mr. Bader attended CHDC, Trust and the Local Option for Affordable Housing meetings.

#### **4. New Business**

- a. To approve Fee Accountant Financials – June 2023 (year-end) including signing YE certifications – lead paint and Top 5 Compensation.**  
**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve Fee Accountant Financials – June 2023 (year-end) including signing YE certifications – lead paint and Top 5 Compensation**  
**YES: Chrobak, Bader, Larner, Eifler, Fousek**  
*Resolution 82423.2*
- b. Executive Director Evaluation**  
Evaluation was included in materials and should be completed and emails to Chair Chrobak by September 22.
- c. To approve low bidder- federal audit – Marcum, LLP**  
**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve low bidder – federal audit – Marcum, LLP**  
**YES: Chrobak, Bader, Larner, Eifler, Fousek**  
*Resolution 82423.3*
- d. To approve Section 8 Admin Plan Amendment**  
**VOTED: On a motion by Mr. Larner and seconded by Mr. Eifler to approve Section 8 Admin Plan Amendment**  
**YES: Chrobak, Bader, Larner, Eifler, Fousek**  
*Resolution 82423.4*
- e. To approve write-off in the amount of \$428**  
**VOTED: On a motion by Mr. Larner and seconded by Mr. Bader to approve write-off in the amount of \$428.**  
**YES: Chrobak, Bader, Larner, Eifler, Fousek**  
*Resolution 82423.5*
- f. Executive Director Report**  
Report was included in packet. Department of Labor performed inspection in early August. A new plan was set in place that will keep staff safe including glasses, gloves and steel toe boots.

#### **5. Public Comment**

Select Board Member Escobedo reminded the group that the deadline to submit applications to CPC is 9/8.

#### **6. Adjournment of Meeting**

**VOTED: On a motion by Mr. Eifler and seconded by Mr. Bader to adjourn at 5:12 PM.**

**YES: Chrobak, Bader, Larner, Eifler, Fousek**

*Resolution 82423.6*

**Respectfully submitted by:**

Jennifer Polito

**Jennifer M. Polito, Secretary**  
**August 24, 2023**

Summary of Documents referenced include the following:

- Meeting Agenda
- To approve minutes of Concord Roundtable March 9, 2022
- To approve minutes of Concord Roundtable August 30, 2022
- To approve minutes of the regular meeting of July 6, 2023
- To approve minutes of the special meeting of the LLC August 1, 2023
- To approve minutes of the special meeting of the CHA August 1, 2023
- Fee Accountant Financials June 2023
- Payment of Bills/Section 8 Disbursements July 2023
- Draft PILOT Agreement
- Year-End Financials (certifications – lead paint and Top 5)
- Executive Director Evaluation Form
- Federal Audit Bid Tab
- Section 8 Admin Plan Amendment
- Memo – write off
- Executive Director Report
- Letter from resident re: RSC and Maintenance