

**CONCORD HOUSING AUTHORITY**  
**REGULAR MEETING-October 6, 2016**

**BOARD MINUTES**

**Roll Call:**

The meeting was called to order at 7:30 p.m. by Chair, Linda Escobedo.

**MEMBERS PRESENT**

Linda Escobedo  
Todd Benjamin  
Richard Eifler  
Edward Larner  
Hester Schnipper

**MEMBERS ABSENT**

**OTHERS PRESENT**

Marianne Nelson  
Lois Suarez

**CONSENT AGENDA**

- a. Board Minutes of the Regular meeting of September 1, 2016
- b. Approve Howard Gordon's Financials-August 2016
- c. Bills and checks paid in September 2016
- d. TAR Credit Adjustments-September 2016
- e. Approve apparent low bidder, WP067082, Energy air source heat pumps to Byors & Sons Mechanical in the amount of \$130,740.00
- f. Sign Engagement letter-Guyder Hurley- A-133 Audit-Fee for FYE 2016 is \$8,100.00
- g. Sign Engagement letter for AUP Audit-Fee for FYE 2016 is \$3,600.00
- h. Sign Inquiry of those Charged with Governance-Guyder Hurley-FYE 2016 audit
- i. Approve Changes to CHA Section 8 Admin Plan and Reasonable Accommodation Policy
- j. Board Goals FY'17
- k. Director's Notes

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

**VOTED:** To approve the Consent Agenda as read with the exception of item "j" to be further discussed under Old Business.

**OLD BUSINESS:**

Todd requested that language be added to the last bullet of FY '17 Board Goals to include "incorporate advocacy and other community engagement activities".

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

**VOTED** to approve item 'j' of the consent agenda inserting additional language to Board Goals FY'17

Marianne updated the Board on the roof project. A recent email received from the Architect indicated that the contractor, One Way Painting & Roofing, Inc. is still considering the roof project. They are looking into the additional cost of disposing the shingles containing asbestos.

Marianne updated the Board on the progress of the emergency generator. All mechanical and electrical work has been completed and the contractor is waiting on a scheduled start-up date from Koehler. The Board agreed to approve 95% completion but withhold payment until it has been signed off by DHCD Construction Advisor, Bob Watt and the start-up and test have been successfully completed.

Upon motion made by Rick Eifler and seconded by Todd Benjamin it was unanimously **VOTED**: to approve Application for Payment, WP067072, emergency generator to Systems Electrical for \$64,665.92 (95% completion) pending successful start-up and test, and approval and signature by Bob Watt, DHCD Construction Advisor.

The Board discussed the request by Westvale Meadows to review a proposed deed restriction that would limit the number of rental units in the development. Before making any decision the Board has asked for more information, specifically the number of units currently rented and the anticipated insurance cost benefit, as well as other benefits that would result from this amendment to the restriction.

Other concerns raised were the question unit affordability in perpetuity and how restricting the number of rental units might conflict with the CHA mission statement to promote affordable housing opportunities in the community.

Rick raised the question of DHCD's involvement as this unit is a 705 family unit and is included in DHCD housing stock. If the Board is formally considering this amendment in the future, the CHA will have to pass this on to DHCD's legal department for advisement.

#### NEW BUSINESS:

Ed spoke on the potential need for a residents' safety committee at PBT and Everett Gardens. Marianne said that she will be working on an Evacuation Plan for PBT and general emergency procedures that will be posted and distributed to all tenants in the development. Further discussion concluded that a better approach to more specific individual residents' safety measures may be met by tenants themselves forming a group and discussing some strategies, neighbor checks, etc.

Marianne discussed the Fall conference agenda. Many of the sessions are repeats and topics that have been covered in recent meetings and trainings she has attended. Monday and Tuesday make it difficult for Board members who are working to attend. Marianne may attend Tuesday.

CHA has been notified that the Westvale Condo Meeting is scheduled for January 20, 2017. Once the date and time are confirmed by the Association, Marianne will notify the Board to see who is available to attend.

Linda informed the Board that the Concord Historic Commission is inviting nominations for the 2016 CHC Preservation Award and that the CHA should encourage Abacus Architect to apply for the design of PBT under the category Adaptive Reuse. This would positively increase CHA visibility particularly with PBT Phase 2 underway. Linda also mentioned that Abacus has already received awards for the design of PBT including a recent one for Accessibility Design. She has asked Todd to draft a letter that could be submitted to the CJ highlighting PBT's recognition for this and previous design awards..

Marianne shared a couple of status updates to the DN.  
PBT construction has been slightly delayed with the permitting process. We expect construction to begin in about two weeks.  
Estimates for boiler replacement at Everett Gardens Expansion are in and are under budget.

Marianne informed the Board that the CHA IT consultant would be out next week and asked for suggestions and comments in updating website. Hester suggested that a welcome statement promoting outreach by encouraging applicants from out of town to apply to the CHA and Todd asked that we consider creating a link to a letter template addressed to Legislators making it accessible to citizens to insert their name and easily send off in support of current and future CHA housing efforts. Marianne will address both of these.

Upon motion made by Todd Benjamin and seconded by Edward Larner, it was **VOTED**: to adjourn.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted by:

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Marianne Nelson  
October 6, 2016

Summary of Documents referenced include the following:

- Minutes of the Regular Meeting of September 1, 2016
- Howard Gordon Financials August 2016

- Credit Adjustments-Tenants Accounts Receivable-September 2016
- Bills and Checks -September 2016
- Apparent low bidder award letter for WP067082- Energy Air Source Heat pumps- Byors & Sons Mechanical for \$130,740.00
- Guyder-Hurley Engagement Letter- A-133 Audit- FYE 2016
- Guyder Hurley Engagement Letter-AUP Audit-FYE 2016
- Inquiry of Those Charged with Governance-Guyder-Hurley Audit-FYE 2016
- Section 8 Admin Plan Changes and Reasonable Accommodation Policy
- Board Goals FY17
- Director's Notes
- Application for Payment (95% Completion) WP 067072, Emergency Generator- Systems Electrical in the amount of \$64,669.42
- Westvale Meadows deed restriction and By-law amendment