



## EXECUTIVE DIRECTOR REPORT

October 2021

### Occupancy

We currently have one unit offline at Everett Gardens Expansion to allow residents a place to go during the Everett Gardens Expansion Bathroom Renovation

**284 Thoreau St. (vacated 5/31)** – we have been approved for the Vacant Unit Turnover Initiative. Due to our high reserves, DHCD will contribute roughly \$10k and the CHA will contribute roughly \$65k. Waiver approved.

**15 Bedford Ct.** – new bathtub has been ordered and is expected to be installed in the next 3-4 weeks.

**417 Old Bedford Rd. (vacated 7/31)** – A lottery took place, and an eligible applicant has accepted the unit. Move in expected the first week in October.

**34 Everett St. Unit 1B (vacated 7/31)**– unit is offline for RSC office space/storage. Chair Eifler has kindly taken measurements of main office to determine best route to accommodate all staff in one office. Plan is to move RSC back to main office and use room off of Executive Director's office as a conference room for both RSC and Director to host private meetings. Suggestion to add a door through the kitchen to allow easy access.

**151 Strawberry Hill Rd. (vacated 8/31)** – unit needs extensive work. CHAMP list pulled and applications are being screened.

**115 Stow St. Unit 203 (vacated 9/30)** –CHAMP list pulled.

### Maintenance

We are currently short one maintenance staff due to a medical procedure. Remaining staff has kept up with all duties including unit turnovers, lawn mowing, bathroom remodel and all other items have come up with only 2-man team.

**Everett Gardens Expansion Bathroom Renovation** – Staff has met twice in-person with DHCD, contractor and architect. Project was halted when contractor found that a pipe behind showers that will need to be relocated in all units. Expected change order for next meeting will include \$3,771.02 per unit. Other change orders expected are replacement of shut off valves and a credit for eliminating a second shower head, originally in the plan.

### Repositioning

We were informed on 9/14 that we have been approved to reposition our 18 federal units to PBV. Executive Director met with Kurt James, Esq. and Liz Rust. We have since requested a meeting with HUD to determine closing steps. Plans are underway for spending down reserves including windows, siding at Cottage St. and storm doors.

### SHERA Program

The CHA applied once again for residents with outstanding balances due to COVID-19 for the Subsidized Housing Rental Assistance (SHERA) Program. We were pleased to clear balances of 11 more residents totaling \$22,996. In total, the CHA has collected \$40,806 in outstanding balances.

### ARPA Funding

34 Everett Street, Concord, MA 01742

[www.concordha.org](http://www.concordha.org)

tel 978-369-8435



MassNAHRO is campaigning to secure \$450 million in ARPA funding for Massachusetts Public Housing. This funding is crucial to maintain our developments. Funding would allow the CHA to move forward on projects that are in the pipeline such as plumbing, electrical and much more. Executive Director has followed campaign and sent several emails to our legislators.

### **Professional Development**

Executive Director Polito and Vice-Treasurer Lerner attended the 2021 MassNAHRO Annual Conference in N. Falmouth on 9/19-9/22. MassNAHRO presented “Be a Local Hero” Campaign throughout the conference in support ARPA funds. Executive Director participated as a panelist in the “I’m a New Director – Now What?”. Also, sessions attended were the Resident Service Coordinator session, Technology Questions for LHAs, Living in Uncertain Times During COVID-19 and the HUD Update. It was exciting to see the Concord H.A. on the HUD Update slide as a newly approved repositioning agency. The conference was also a great time to share ideas with colleagues throughout the industry.

Executive Director attended NSHEDA on 9/14; Customer Service in Public Housing on 9/15; PHA Web Training on Inspections on 9/28 and The Occupancy Cycle on 9/30.

Upcoming Board Member Certification Trainings include:

Ethics – 10/23

Prof. Rel. – 11/6

