

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 3/9/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on January 18, 2011.

The meeting was convened at 7:10 PM in the offices of Omni Properties at 200 Baker Avenue, Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Amy Barrett; Jack McBride and Don Lashley.

The meeting minutes for 12/15/10 were approved, as submitted, by unanimous vote.

The first item of business was a discussion of progress at Lalli Woods. Dave commented that our general contractor, Jerry Evans, has been doing a very good job of running the construction. This was followed by a brief, general discussion, most by Dave and Jack.

Amy reported on the proposed monument to Joseph Lalli, former partner in the Steinberg-Lalli Charitable Foundation. She stated the monument would be some form of metal plaque or the words carved into a boulder. Amy will order a "proof" of the wording for review by Steve Steinberg and also search for a suitable boulder on site.

Next, Barbara motioned, and Dave seconded, that Jack be appointed as vice-president of the Corporation, which motion was unanimously approved. Then Amy motioned, and Barbara seconded, that Jack be authorized to sign documents, which was approved by a unanimous vote.

On the subject of the proposed project, Junction Village, Dave stated that Kathi Anderson of the Walden Woods Project has instructed their lawyer to draft a proposed access easement to present to the abutting land owner, in the attempt to obtain his approval. We are awaiting that draft.

Next, Barbara moved that Alan be designated as Assistant Secretary/Treasurer to function in Don's absence in February. The motion was duly seconded and passed unanimously.

Then, there was a general discussion of our efforts to attract additional members to our organization. The names of several lawyers and architects were mentioned and Jack and Amy agreed to contact some of them and to possibly invite anyone interested to our next meeting.

At Barbara's request Don agreed to check on our application to the Garden Club of Concord for a grant to fund landscaping at Lalli Woods.

We agreed to hold the next meeting at 7:00 PM on February 15. This meeting was adjourned at 8:30 PM.

Respectfully submitted.

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 4/12/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on March 9, 2011.

The meeting was convened at 7:00 PM in the offices of Omni Properties at 200 Baker Avenue, Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Amy Barrett; Erik Jarnryd and Don Lashley. Also attending was prospective new member, Greg Higgins, who works as a broker for Barrett & Company. Dave invited Greg to give a brief sketch of his background and Dave followed up by commenting on each CHDC member in attendance.

Alan distributed copies of the meeting minutes he had recorded for February 15. Barbara moved that we approve his minutes, as submitted; which motion was passed by a unanimous vote. Then Amy moved that the meeting minutes for 1/18/11 be approved, as submitted, and that motion was carried by unanimous vote. Before the vote, Erik questioned the statement therein that Walden Woods was working on some of the details on the Junction Village project. Dave explained that Walden Woods had procured the land and was involved in trying to resolve the access problem.

This led to a larger discussion of the access via Winthrop Street. Dave explained that the title examiner hired by Dave, had provided some wrong information, and that Winthrop Street does actually extend to the existing railroad right-of-way. However, the possibility exists that the abutting land owner may still own land beneath the railbed. Dave reported that Walden Woods has hired a person who specializes in railroad right-of-ways and we are awaiting further information.

Next, Amy stated that she has received Steve Steinberg's approval of the design of a plaque for Lalli Woods and she has ordered its production. Accordingly, Dave will contact Steve to request the final payment of the grant amount from the Foundation.

The next item was about Radon testing, which has been requested by a number of buyers at Lalli Woods. Following a brief discussion, we agreed to perform such testing for all units. Dave commented the project is proceeding well and the cost, to date, is approximately \$100,000 under budget.

Erik reported that during a recent meeting of the CHF, they had asked if the CHDC was in need of further funding for Lalli Woods or other projects. Dave stated that he will telephone Terry Rothermel to say we do not require further funding at this time.

Next, we had a general conversation about activities for the future, including ways to learn about other land parcels available for development and what other efforts we might pursue in accordance with our "charter". Barbara emphasized that we have other responsibilities than merely constructing new housing and she wondered what are some of the other things we might be doing. In this regard Dave suggested that she contact Beth Rust to invite her to our next meeting, to offer suggestions, particularly about what other towns or organizations are doing.

We agreed that the next meeting will held on April 12.

The meeting was adjourned at 8:10 PM.

Respectfully submitted, Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held 5/19/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on April 12, 2011.

The meeting was convened at 7:00 PM in the offices of Omni Properties at 200 Baker Avenue, Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Amy Barrett; Jack McBride and Don Lashley. Also attending was prospective new member, Greg Higgins.

Alan moved that we approve the minutes for the meeting of March 16, 2011, as submitted; which motion was passed by a unanimous vote.

On the subject of Lalli Woods, Dave distributed copies of a spread sheet and project budget that he had recently prepared. A brief discussion followed and one or two line items were questioned, leading to a correction in the amount of cost savings that is even greater than originally stated. Amy delivered a prospective buyer's offer to purchase Unit 1253 (market rate) but containing several problem conditions, which were discussed at length. Our reply is due by April 14 and Amy was to pursue the issue and report back to our group. She commented that Radon testing of all completed units will be accomplished by April 13. Jack asked how we would be handling warrantee/contingency items as the units are either sold or completed and whether contractor Jerry Evans would be the point person on this. A discussion followed, but more clarification is needed. Amy announced the "Lalli" plaque has been ordered and is due for delivery in a few days. Finally, note was made of the very nice, front-page article on Lalli Woods that appeared in the current issue of the Concord Journal, thanks to Amy.

On the subject of Junction Village, Dave reported that Warren Madden of the Mass. DOC has contacted the Mass. Department of Transportation to ask for its position on our rights of access over the existing railroad ROW.

On the subject of new members, Jack said he would continue his efforts to scout out new prospects. Barbara reported that Beth Rust has requested a copy of the BOS "Charge" to the CHDC, to prepare for her visit to our meeting on May 19. Dave will provide a copy of that Charge, which Barbara will forward to Beth.

We agreed that the next meeting will held on May 19. We also agreed to hold future meetings on the second Monday of each month, especially so Erik could attend; therefore, the June meeting will be 6/13.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 8/8/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on May 19, 2011.

The meeting was convened at 7:05 PM in the offices of Omni Properties at 200 Baker Avenue, Concord. Attending were members: David Hale, Chairman; Barbara Morse; Alan Bogosian; Jack McBride and Don Lashley. Also attending was invitee, Beth Rust of the Sudbury Housing Trust.

It was moved that we approve the minutes for the meeting of April 12, 2011, as submitted; which motion was duly seconded and passed by a unanimous vote.

This was followed by a general discussion of several matters, and in particular the fact that Jack and Don's terms expire at the end of the month. The consensus was that both Board members are willing to continue serving, and with the other members' approval, Dave agreed to contact Ruth Lauer, to request that the BOS reappoint both to another term.

On the subject of Lalli Woods, at Dave's request, Jack and Alan agreed to form the Lalli Woods Condominium Association. They will be assisted by the Dartmouth Association, an independent management consulting company. Dave distributed copies of a revised project budget summary. It was then suggested that we schedule a "Grand Opening" ceremony, to be held on June 20 from 5 to 7PM, onsite. Accordingly, Dave assigned various tasks: Barbara will develop an invitation list; Alan will contact a caterer to arrange for a barbeque; Dave will contact Amy to encourage the timely placement of the Lalli plaque; and Jack and Dave will propose a significant bonus to the contractor, Jerry Evans, and circulate their recommendation to all, for approval.

Then Beth Rust gave an update on the Emerson Annex condo, Unit 10, which is for sale. She reported that the current tenant wishes to purchase the unit but the sale will require a subsidy. In addition to partial assistance from the state housing program, the Town will have to participate. To that end, Dave motioned, and Jack seconded, that the CHDC authorize to make available a sum, not to exceed \$30,000, to "buydown" the purchase of Unit #10 at Emerson Annex, payable at purchase closing. The motion was approved by unanimous vote. Don said he would consult with Lara Kritzer as to the amount of remaining funds available from the CPA award dated May 27, 2008.

Beth discussed several activities the CHDC might pursue in addition to the creation of new affordable housing projects. She listed a few, including meeting with other housing groups in Concord and other towns, searching for town-owned land and meeting with the Hugh Cargill organization to explore the idea of money grants or loans to improve existing housing properties. Jack agreed to contact the Hugh Cargill people and report back.

We scheduled the next meeting for June 13 in accordance with our previous decision to meet on the second Monday of each month.

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 8/8/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on June 13, 2011.

The meeting was convened at 7:00 PM in the offices of Omni Properties at 200 Baker Avenue, Concord. Attending were members: David Hale, Chairman; Alan Bogosian; Jack McBride; new member, Dean Atkins, and Don Lashley.

A vote to approve the minutes for the meeting of May 19, 2011 was postponed due to the lack of a quorum.

Next there was a general discussion during Jack said he was planning to attend the monthly meeting tomorrow of the Hugh Cargill Trust Committee, to follow up on our previous discussion of other activities the CHDC might pursue. He planned to suggest we might make a grant at some point, to be disbursed by the committee to "persons of need" related to housing.

Then, on the subject of Lalli Woods, Jack commented that he and Alan were planning to meet with the owners to begin the discussion of a condo association. A brief conversation of the Lalli Woods celebration to be held on June 20 followed. Alan will contact the caterer after determining a headcount from Barbara. Also, he will contact the Concord Journal to ask that a reporter attend. Jack agreed to confirm with Barbara that the full CPC is invited. In this regard, Don displayed a letter of completion of Lalli Woods from the CPC. Finally, Dave announced that he and Amy had met with the prospective buyer of 1253 Elm that morning and that the deal was now "on again".

Dave then described the land situation at Junction Village to Dean, saying that progress is stalled at the DOT regarding access over the former railbed. Dean offered to research the deeds once again and possibly to contact the DOT. Dave will email the J.V. file to Dean.

Jack and Don announced that the BOS has renewed their terms until May 2014.

The next meeting will be on the second Monday of the month, in this case, July 11, 2011.

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by a unanimous vote at the CHDC meeting held on 9/12/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on August 8, 2011.

The meeting was convened at 7:10 PM in the offices of Barrett & Company, at 33 Walden Street in Concord. Attending were members: David Hale, Chairman; Alan Bogosian; Jack McBride; Dean Atkins; Barbara Morse; Amy Barrett; Greg Higgins; Erik Jarnryd and Don Lashley.

A motion was made and seconded to approve the minutes for the meeting of May 19, 2011, as submitted. The vote in favor was unanimous. Then, a motion and second was made to approve the meeting minutes of June 13, 2011, as submitted, which also passed by a unanimous vote.

On the item of Lalli Woods, Jack announced that ownership of the condominium was transferred to the Lalli Woods Condominium Trust (unit owners) on August 1, 2011. The managing company, the Dartmouth Group, will assist the Trust. Next, we discussed a possible irrigation system which might be requested by the Trust, and which would have to be approved by the CHDC. Also discussed briefly was the need for the existing large dumpster, on site. Dave confirmed that the sale of last unit, 1253 Elm Street, was just completed.

Amy gave a quick summary of the status of the "Lalli" plaque, saying she now needs to mark the location for it onsite. And finally, after a brief discussion, Erik moved and Barbara seconded, to agree to present our contractor, Jerry Evans, a bonus of \$5,000 for his outstanding performance on the project. The vote was unanimous, except for Jack McBride who recused himself from the discussion and the vote.

On the agenda item of Unit #10 at Emerson Annex, the CHDC is likely to sign a P&S agreement to buy the unit within a week or two and expects to purchase in mid- to late September. Amy or Greg will contact Beth Rust for her recommendations on how to proceed with this subject. In the meantime, we agreed to visit the unit, probably on August 11 in the AM, to determine the extent of any repair or maintenance that may be needed. Any such work would be voted on at our next meeting.

On Junction Village, Dave remarked that we still do not have a definite answer to the question of ownership or right to pass over the rail bed. Following a lengthy discussion, Dean agreed to contact title person, Kevin Creedon, to further explore the situation.

Next, we discussed a proposal to donate some amount of funds to the Hugh Cargill Trust, for their use to assist persons in need, related to housing. After exploring several possible methods to handle the donation, Erik moved and Dave seconded, that we donate \$10,000 to the Trust, for its use, consistent with our charter which indicates our mission is to create or preserve affordable housing in the town of Concord. The motion was approved unanimously. Jack will contact the Trust to establish the details of our proposed donation.

At this point, Erik commented that we owe the CHF a repayment of the \$25,000 loan. Dave stated he would forward a check for this amount to Erik, for delivery to CHF at its September meeting.

As a final item of business, we discussed for what project, if any, we should we prepare an application

for funds under the Community Preservation Act (CPA), for 2012. Several suggestions were raised but no one idea was agreed upon. Dean offered to draft some general ideas as expressed during our discussion and to circulate his thoughts before our next meeting.

We determined the next meeting will be at 7:30 PM on September 12. Location to be determined.

The meeting was adjourned at approximately 8:50 PM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as modified, by unanimous vote at the CHDC meeting on 11/2/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on September 12, 2011.

The meeting was convened at 7:05 PM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Alan Bogosian; Jack McBride; Dean Atkins; Barbara Morse; Amy Barrett; Greg Higgins and Don Lashley. Also, attending were Beth Rust, Sudbury Housing Trust, and Jerry Evans, the G.C. for Lalli Woods.

A motion was made and seconded to approve the minutes for the meeting of August 8, 2011, as submitted. The vote in favor was unanimous.

On the item of Unit #10 at Emerson Annex, Beth commented that marketing efforts at 80% of the Area Median Income Limit commenced last March but all buyer prospects encountered financing problems. Now, the selling price can be at 100%, as approved by Marcia Rasmussen, but since we intend to accomplish numerous improvements on the unit, Beth recommends aggressive marketing at a sales price of \$160,000. The acquisition price to the CHDC is \$202,882 which is supported by \$147,983 from the CPC, a grant of \$15,000 from the DHDC, with the CHDC providing the balance of \$39,899.

Jerry Evans discussed cost estimates for the proposed improvements itemized in his letter and stated he will provide a few additional details and time estimates from Linda Brehn. Jack moved and Greg seconded that we go ahead with the improvements, not to exceed \$25,000; which was approved unanimously. Then Dave appointed Amy, Barbara and Alan to work with Jerry and Linda on this effort.

Jack gave a brief report on Lalli Woods mentioning that the short "punch list" is being addressed. Then Dave acknowledged that we have voted a bonus for Jerry of \$5,000, and on behalf of the CHDC he expressed our appreciation to Jerry for his excellent performance as the GC.

Dave remarked that there is no progress to report on Junction Village. He is still trying to schedule a meeting with the DOC.

Then Jack gave a brief report on our grant to the Hugh Cargill Trust, saying he is trying to resolve an issue with the Town concerning the grant itself.

Barbara commented on our pending application for this year's round of CPA funds, which application is due by 9/28/11. She thinks the CPC will have about 1.1 or 1.2 million dollars to distribute in 2012. There followed a lengthy discussion of possible items that we might request, including funds for a small grants program such as that offered in Sudbury and described by Beth, and several possible plans to subsidize or buy and offer for rent affordable units, as proposed by Dean. Ultimately it was decided that Barbara, Dean and Jack will work together, contacting Lara and Toby Kramer of CPC and a few other sources, to decide on the best version of an application to submit.

No action on a date for the next meeting. Our established procedure is that meetings are held on the second Monday of the month, but 10/10 will be a holiday, so possibly we may agree on October 11.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as submitted, by unanimous vote at the CHDC meeting held on 12/7/11

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on November 2, 2011.

The meeting was convened at 7:30 AM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Jack McBride; Barbara Morse; Amy Barrett and Don Lashley.

A motion was made by Jack and seconded by Dave to approve the minutes for the meeting of September 12, 2011, as modified by Dave to change the word "rental" in the second sentence, third paragraph, to "sales". The vote in favor was unanimous.

Jack reported on a request by the CHA for additional funds for the ongoing renovation at the Peter Bulkeley Terrace building. Jack met with the CHA Board recently, during which the CHA expressed a need for about \$92,000 from the CHDC. The matter was discussed and we agreed, in principal, that this is a worthy cause. Therefore, Jack will contact Selectman Howes to ask for his support, particularly with the CPC regarding our current application for CPA funds. We agreed to hold a formal vote on the CHA request at our next meeting.

On the item of Unit #10 at Emerson Annex, Dave reported that he had a telephone conversation with Beth Rust, saying that she has a prospective buyer, a local teacher, who is at 120% of median income and therefore does not qualify for Unit 10. We agreed that we should continue marketing to buyers at or below 100% of AMI, until the end of this month. If we do not have a qualified buyer by then, we may consider adjusting the price and window of affordability at that time.

Also, on the subject of EA #10, Dave commented the he is not certain of the degree of progress on the renovation of #10, but it may be delayed by the concerns of the president of the EA condo association. We agreed to continue the work and our subcommittee will keep trying to contact that person.

On Junction Village, Dave reported that one particular individual at the DOT is delaying the required appraisal at the moment. He recommended approval of the engineering proposal from Places Associates and moving ahead on the several surveys. He remarked he and Jack will meet with Places in a week or so.

Jack said there is nothing to report on the Hugh Cargill situation but he intends to meet with them again soon.

For the CPA application, Dave will get a letter of support from the CHF and Barbara will from the CHA.

Dave and Barbara talked about the upcoming CHF meeting on 11/9/11, which Barbara agreed to attend. Also, Barbara agreed to draft a short report of CHDC activities for the upcoming CHF Newsletter.

No date was set for our next meeting, but we agreed it should be on a Tuesday or Wednesday in early December and Don said he would circulate a notice asking for a consensus.

The meeting was adjourned at 8:15 AM.

Respectfully submitted,

Don Lashley, Secretary

These minutes were approved, as modified, by unanimous vote at the CHDC meeting held on 1/10/12

FINAL

Meeting of the Concord Housing Development Corporation (CHDC) held on December 7, 2011.

The meeting was convened at 7:40 AM in the offices of Omni Properties in Concord. Attending were members: David Hale, Chairman; Jack McBride; Barbara Morse; Amy Barrett; Greg Higgins and Don Lashley. Attending as guests were Judi Lincicum and Mary Johnson of the Concord Housing Authority and Marcia Rasmussen of the Concord P & L M Department.

A motion was made and duly seconded to approve the minutes, as submitted, for the meeting of November 2, 2011. The vote in favor was unanimous.

Judi Lincicum reported on the request by the CHA for additional funds for the ongoing renovation at Peter Bulkeley Terrace and briefly described the bidding process. The CHA has made numerous reductions in the work to cover the low bid which was considerably over budget. After several reductions in the construction cost, made possible by the bank and the Town, the CHDC recently voted a grant of \$ 78,378 in order to restore the central air conditioning system to the contract. Judi thanked the CHDC for making this commitment and stated she expects the DHCD to issue a contract to L.D. Russo with a completion date within 330 days of starting. Middlesex Bank has estimated a loan closing date of 1/5/12. Mary assured us that any unused funds would be returned to the CHDC. In answer to a question from Jack, Judi said she does not know how soon our funds will be needed, but will let us know. Finally, Jack proposed that we postpone the official vote on our commitment letter to the CHA of 11/30/11 until he consults with Russ Tanner regarding a possible revision to our agreement, to assure the return of any unused money.

On Unit #10 at Emerson Annex, Greg said that Jerry Evans expects substantial completion by 12/19/11, this after lengthy dealings with the condominium association at Emerson.

On Junction Village, Dave reiterated the comments in his email of 12/2/11 to Representative Cory Atkins, asking for her help in resolving the apparent impasse on obtaining an access over the abandoned railbed. He is waiting for a reply.

Jack said there is nothing to report on the Hugh Cargill situation but he intends to meet with them again soon.

As for the CPA application, Dave and Barbara attended the CPC public hearing on 11/9/11. She commented that the CPC is not supportive of the part of our current application that proposes small grants since it is similar to what is offered by Hugh Cargill; so we agreed to reduce our request accordingly.

Barbara reported that she had attended the CHF meeting on 11/9/11 and that she has submitted a section on the CHDC for the CHF newsletter.

Under the "Other" category, Marcia displayed a plan of land depicting the Rideout Playground off Laws Brook Road and a possible proposal to use an adjacent property for additional parking. The question was is the CHDC interested in acquiring the land for housing. We took the matter under advisement.

Barbara has offered to write a section on the CHDC for the upcoming Annual Town Report.

Jack reported that he will be meeting with the Elm Brook people on 12/7 to learn about its marketing and deed restriction provisions when one owner is displeased with resale procedures. He will report at our next meeting.

We discussed the best day and time, for future meetings. It was agreed to try the second Tuesday of each month, with the time to be determined. For the next meeting, it is scheduled to be held on 1/10/12 at 7:30 PM. All this is in an effort to encourage more members to attend.

The meeting was adjourned at 9:00 AM.

Respectfully submitted,

Don Lashley, Secretary