

## MINUTES

**NEEDHAM HOUSING AUTHORITY  
REGULAR MEETING  
THURSDAY AUGUST 16, 2018 7:30 P.M.  
34 SEABEDS WAY – COMMUNITY ROOM**

**ROLL CALL TO CONVENE THE REGULAR MEETING:** Call to order 7:33pm

**COMMISSIONERS:**

Chairman Scott Brightman – present  
Vice Chair Karen Hughey – present  
Treasurer Reg Foster – present  
Commissioner Peter Pingitore – present  
Commissioner Penelope Kirk – present

**NHA STAFF:**

Paul Dumouchel, Executive Director – present  
Patricia Edmond, Assistant Executive Director – present

Reelected as commissioner. Disclosed as a resident of Chambers St. facility.

**RESIDENT/PUBLIC INPUT:**

The capital improvement plan was reviewed with the LCRA board officers and they thought it looked good but wanted to add getting the vents cleaned in the bathroom at Chambers Street as they have a lot of dust and may be causing health issues. The Executive Director is looking into it and seeing if they can use Formula Funding money for it. In the interim, on apartment turnovers, they are going through and cleaning the vents. Once the vacancies clear up, a maintenance staff can be assigned to work on the duct cleaning. There is concern about maintenance staff not wanting to get too close to parked cars when they plow the snow and it was requested if they could get an extra plow. A snow strategy meeting occurs annually in late October and early November. Money wouldn't be approved for special snow equipment. NHA would have to purchase it. Executive Director said it won't be possible this fiscal year.

**CHAIRMANS ANNOUNCEMENTS:**

**DISCUSSION ITEMS:**

1. Patricia Edmond – 2 week notice last Friday – last day August 24. The Board thanked her for her ten years of service.
2. Abacus update: Commissioner Foster checked in with the consultants, who are slightly behind schedule but should deliver the Board Review Draft within the next few days. Saturday, September 8<sup>th</sup> at 8am is scheduled to review the report in a public meeting. The Executive Director received an invoice for 80% of the total. That milestone will be hit once the report is received, so the check is in the warrant for tonight to approve, subject to receipt of the report. The goal is to distribute the Board Review Draft at least two weekends before the September 8<sup>th</sup> meeting to provide time for review. Karen Sunnenborg can attend this meeting and be the facilitator. Abacus will also be at the September 8<sup>th</sup> meeting. Commissioner Foster will draft up an agenda and goals. Cecilia will attend to take notes. An External Review Draft will be issued after the September 8<sup>th</sup> meeting and will be made public via paper and a link. The remaining 20% of the budget is for presentations in the fall.

A brief discussion occurred regarding the Metrowest Collaborative Development and the abandoned nursing home property on Great Plain Avenue that is currently being considered for affordable housing.

3. **Wellesley Housing Management Agreement Update:** There is a Wellesley Housing Board Meeting on September 27<sup>th</sup> that will have representatives from DHCD as well as Chariman Scott attend. There will be no extensions to the existing management agreement. An action plan was submitted per DHCD's request including updated and new policies per recommendations of the audit. It appears unlikely that NHA will remain with Wellesley. The search for an Executive Director has not begun. The September 30<sup>th</sup> deadline for separating from Needham with a new Executive Director will not be met. Commissioner Foster believes Representative Denise Garlick should be alerted to the situation. The Board is looking for DHCD to explain why they wish to separate Wellesley and Needham Housing Authorities. The Wellesley Housing Authority felt disrespected and unappreciated from the DHCD staff (not the audit staff). They finally got the trust of the residents but it was ignored. Holliston Board wanted to partner with Needham and DHCD sent a copy of the audit of Wellesley to Holliston to try to convince them it was a bad idea instead of responding to a letter written by a Holliston Board member. If the NHA Board's reputation is in jeopardy because of this, the Board should discuss this with their state representative.
4. **Executive Director Report:** Still awaiting the 2018 budget approval on the resubmitted budget and the Executive Director is in weekly contact about it. The Annual Federal Audit and AUP Audit was completed two weeks ago and the final report is to be distributed next month. The staff training for the new centralized waiting list is scheduled for Monday. Modifications to Annual Unit Inspection Protocol have been well received and Performance Management Review Audit next year should be successful due to these modifications. Governor Baker signed budget and housing authorities' budget increased by \$500,000. Actuarial Evaluation Audit (GASBE 75) has been completed and Executive Director will distribute copies once received. The Outreach Coordinator from Joe Kennedy's office visited and provided future support. The raised garden beds that the Rotary Club assisted with building have been successful within the community.
5. **Accountants Compilation Report:** The numbers are looking good. Receipts are a little below 100% and admin expenses are at 84%. With Patricia's departure, the admin expenses will decrease. Utilities are a little below budget. General expenses are right on budget. Overages are being seen in extraordinary maintenance due to number of turns due to vacancies. Someone passed away in a unit, requiring a biohazard cleanup. Currently at last four vacancies.
6. **Housing Authority Outreach – Chairman Brightman:** Needham is ranked twelfth in the state for schools, but ranked C+ in diversity. Chairman wants to make sure they are outreaching and being welcoming, including to minority populations with regards to the housing authority. Open to suggestions. Commissioner Hughey volunteered to start outreaching through phone calls and email to start.
7. **Commissioner Kirk – Resident/Board Member Reception:** Looking at scheduling the reception Tuesday, Wednesday, or Thursday in November before Thanksgiving in Chambers community room where the Board Members all attend and the residents can come in to meet them.