

AGENDA  
NEEDHAM HOUSING AUTHORITY  
REGULAR MEETING  
**THURSDAY, MARCH 21, 2019 7:30PM**  
5 CHAMBERS STREET – LINDEN/CHAMBERS COMMUNITY ROOM

ROLL CALL TO CONVENE THE REGULAR MEETING: 7:31pm

Board:

Chairman Scott Brightman – Present  
Commissioner Peter Pingitore – Present  
Commissioner Reg Foster – Present  
Commissioner Karen Hughey – Present  
Commissioner Penelope Kirk - Present

DISCLOSURE WITH RESPECT TO RESIDENT COMMISSIONER

RESIDENT/PUBLIC INPUT

Sue B.: Residents are very angry with the past leasing director. They want to know if anything is being done about her. There has been no confirmation about their rentals in their files so they are receiving late statements. They are being told not to worry about it. Could a notice be sent out to confirm this? Will the agreements they made with S. Lavoy be held up?

Bernie: Everything is on hold as we look for a new hire. There is going to be an audit of all of his files. Any issues will be corrected. A notice can be sent out to clarify.

Kapnasha: Has heard there is no funding in the five year capital plan for a surveillance system installation that was supposed to be completed in December 2018.

Bernie: There were more pressing needs, so the funding was reallocated to those needs (i.e. roof leaks). It may be pushed up again due to more roof leaks.

Kapnasha: Which units and where have roof leaks? There are also roof replacements in the five year capital plan. She was told there was no electrician to assist which is why surveillance system was postponed in September 2018. Then in December she was told there was no funding.

Bernie: He was working at RCAT when this project was proposed. The electrician is no longer doing outside work so it is a prevailing wage job. The estimate doubled and there was not the money to do it. It is estimated at \$74,000.

Kapnasha: She is concerned about the safety of the residents. She read in the Needham Times that the murderer is going to be released.

Chairman Brightman: We will follow up and get back to you as quickly as we can.

Eileen H.: Many residents believe the Board needs to get more involved than just with policy. There have been lights out for over two months and there has been no communication about what is going on with them. She spoke with a maintenance person who indicated that there was a broken wire in the ground and the ground is too frozen to repair currently. This information is not in the newsletter. The newsletter is not communicating useful information. Building 17 was inspected this week. Three residents are having outlet issues, and one caught fire last year. During the inspection, this resident tried to bring up the outlet/wiring issue but was ignored. An electrician needs to go into the building to inspect this.

Bernie: Have they filed work orders?

Eileen H.: No. They are scared. Additionally, there was an uninformative notice on the Tenants' Association. It doesn't say what the point of the board is.

Helen: The notice outlines every step of the upcoming election. It is clear.

Janice: There is a water issue surrounding her apartment. She has submitted multiple work orders to no response. She has had an oven that does not work for over a year.

Chairman Brightman: We are doing the best we can. We volunteer our time.

Bernie: He will look into the oven. The water problem is an issue with the city. There is a problem with the water line.

Jessica: With the water issue, there is a massive pothole. Prior to the snow, the ground in front of her door has been raised. It is running water, so there is something broken.

Commissioner Foster: Is this something that happens every year or is this new this year?

Janice: This is a new issue since last September.

Jessica: Once it's fixed, could we put in a request to repave?

Chairman Brightman: We are aware that these facilities deserve improvement.

Ross: There was some electrical work done about ten years ago. One of the issues in the past was regarding notice on meetings, agendas, minutes, etc. Previously, the Executive Director has made the board packages available through email, which is not happening. Information from the Housing Authority was made available at the Public Library previously, and it's not happening now. He would like to request that it happens. He would like to see an archive of the past newsletters.

Sue B.: Is there anyway you can publish the Board of Commissioners meetings in the Needham Times. You can send it to them once for the year and they can publish it every year.

Jessica: Every year, maintenance is supposed to fill the playground with wood chips. It's never enough wood chips. She had suggested to do a rubber bottom on the playground.

Helen: A lot of people come to the meetings with wonderful ideas and suggestions and she hopes that some of them will continue and participate with the LTO. People running for the LTO election will help the community.

## CHARIMAN'S ANNOUNCEMENTS

### DISCUSSION ITEMS

DHCD Audits/Review – Including Jaime Berryman Admissions and Continual Audit Scheduling: The audits are starting in mid April and will continue one day a week for three weeks to accomplish 10% of both state and federal properties.

Needham Executive Director Search: The search is resuming. They previously made an offer and it didn't work out. They are starting over again and are interviewing one of the original candidates. One of the candidates is present. Bernie is retiring on March 25, but can work 991 hours a year. Tenant turnout at the interviews have been encouraging. The next round of interviews are scheduled this Saturday to start at 9:30am.

Report on Meet and Greet Event between Commissioners and the Tenants: It is scheduled for Sunday, May 19 at 1:30pm. There is enough money in the funds for appetizers and snacks. This will be a way for

residents to meet the Commissioners. There will be a flyer two weeks prior to the event. Residents need to sign up because there is a capacity in the room. There will be a band here for entertainment. There will also be a Tai-Chi demonstration.

Facilities Master Plan Items: The consultants identified a fair number of site improvements at both locations that can be done for “short” money. There are improvements that need to be made to improve accessibility and quality of life. The Board approved the final version of the Facilities Master Plan. It has been published and the final draft is available on the Needham Housing website. It has improved over the review draft. There can be a hard copy at the library. Last month, the final invoice was approved to the consultants and has been released to Abacus. The Board submitted an application to CPC for CPA funds. February 27 presented to the CPC and felt it went well. There is federal money available for major modernizations. It identifies the opportunity to build 61 new senior housing units. In order to prepare for the funding, there needs to be more consulting. The application for \$150,000 CPA funds (matched by \$150,000 NHA funds) to do so. The CPC chairman is presented this as well as other projects to the select board and finance board. Next week there is a CPA public hearing – March 27 at 7:30pm at Powers Hall. Commissioner Foster will be presenting the case as to why this is a good idea. If we can spend this consulting money, we can attract some significant federal dollars to proceed with the modernization projects. Commissioner Foster was able to meet with a representative from Joe Kennedy’s office to help advocate for this project. He has also started RAD training. With the Board’s okay, there is a Mass NERO sponsored low-income tax training seminar he would like to go to. Chairman Brightman would like to thank Commissioner Foster for all the work done on the document. This is moving forward.

Commissioner Pingitore: He is the housing authority designee to the Community Preservation Committee. CPC disperses funds for four major categories: historic preservation, affordable housing, open space acquisition, recreational facilities. The funds are generated by a surcharge on property taxes. This is a 2% surcharge on property taxes that the state matches. Applications are submitted in December and the committee reviews them. Some current applications are: restoration of Cricket Field, installation of a new dock at Rosemary Lake; etc. The NHA application is to pay for consulting services to assist in finding and writing grants for federal funds. The applications are approved by Town Meeting after CPC approves them. A copy of the CPA funding proposal is on the Town’s website.

Wellesley Housing Authority Update: Wellesley has hired a new Executive Director – Sean Barnacle. He will start on April 1. The management agreement will only include bookkeeping services, maintenance, and project management services. It will be starting in April . Wellesley also had CPC money for a master plan and they will be moving forward with that.

Board Policy Review Initiative: The final version of the HR policy was submitted, but there were still some errors. It has been sent back for corrections.

Vacancy Report: Ten vacancies currently; two are at the halfway house. Within the last week there were two vacancies they hadn’t started yet. They are working on three. Three are ready to be rented. They have not been rented but there are people on the waitlist. The tenant selection system – Champs - is causing a little of hindrance. The three units at Chambers Street that have been vacant for a long time, but are now finished and ready to be rented. 55 Captain Robert Cook Dr has been vacant for a long time but is expected to be done at the end of March.

Executive Director Report: Today was a training for a new work order system on iPads that will help expedite work orders for maintenance staff. This will allow a lot of information to be accessed on the spot. iPads were procured through \$10,000 grant from DHCD.

Resident Services Coordinator Report: There was a residents' dinner for St. Patrick's Day but it was not on the report. The dinner was excellent. He meets with the after school coordinator to discuss enrichment programming.

RESOLUTION #2019-14: Approving the Minutes of the February 21, 2019 Regular Meeting

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Hughey, the motion to approve was approved by a vote: 5-0.

RESOLUTION #2019-15: Approving the Minutes of the February 27, 2019 Special Meeting

Upon a motion duly made by Commissioner Hughey and seconded by Commissioner Kirk, the motion to approve was approved by a vote: 5-0.

DHCD has put out additional guidelines to what they would like to see in the minutes of the interviews. Prior to the previous negotiation, Commissioner Foster had to rewrite minutes because they needed to focus on certain things. Every candidate needs to be asked the same questions. The minutes from March 2 and March 9 were attached together. Commissioner Foster sent out the edited minutes.

RESOLUTION #2019-16: Approving the Minutes of the March 2, 2019 Special Meeting – tabled.

RESOLUTION #2019-17: Approving the Minutes of the March 9, 2019 Special Meeting – amended because the March 9 minutes include the March 2 minutes after Commissioner Foster's edits.

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Hughey, the motion to approve was approved by a vote: 5-0.

RESOLUTION #2019-18: Approval of HR Policy as reviewed by Colin Boyle, Esq. - tabled

RESOLUTION #2019-19: Approval of Non-Rental Fee List – tabled

RESOLUTION #2019-20: Approving payment of the bill roll/check roll on the March 21, 2019 warrant.

Upon a motion duly made by Commissioner Hughey and seconded by Commissioner Kirk, the motion to approve was approved by a vote: 5-0.

Commissioner Pingitore: When you sign the financial certifications, you are indicating you have reviewed the financials. The cheat sheet at the front of the packet is very useful. Ensure that there is backup as well.

Chairman Brightman: Do you see the high rate of turnovers continuing?

Bernie: Yes.

Motion to adjourn:

Upon a duly made motion by Commissioner Pingitore and seconded by Commissioner Hughey, the motion to adjourn was approved by a vote: 5-0.

