

AGENDA
NEEDHAM HOUSING AUTHORITY
REGULAR MEETING
THURSDAY, APRIL 18, 2019 7:30 PM
34 SEABEDS WAY – SEABEDS COMMUNITY ROOM

ROLL CALL TO CONVENE THE REGULAR MEETING

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

Int. Executive Director – Bernie Kirstein
Incoming Executive Director – Angie Madeiras

DISCLOSURE WITH RESPECT TO RESIDENT COMMISSIONER

RESIDENT/PUBLIC INPUT

Sue B: She has been talking back and forth with Bernie about if there is an investigation ongoing regarding the previous admin's actions. People should not be going off of hearsay.

Kalpana: She is still very new and unaware of local politics and local funding. She would like to learn more about it. She has requested that before Bernie leaves, he has a meeting with the residents regarding how Needham Housing Authority is funded.

Ross D: Following up on public information – meetings, minutes, agenda, and board packages are supposed to be available publicly and they are not.

The agreement was to provide full copies of the board packets at the library but the library was not interested in this option. Not sure if everything in the packet is appropriate to be in the binder. It should be left up to the incoming Executive Director to make the decision. The matter will be tabled until next month's meeting. The Board is in general agreement with the principal of the matter and transparency.

Sue B: Is there a reason why these meetings aren't advertised in the Needham Times?

There's a fee but the Board will look into it.

The Board is looking for suggestions in the future for ways to make residents more comfortable bringing forward concerns without the fear of retribution that they currently have.

Commissioner Foster would like to recognize Kalpana for working at the polls during the latest election.

Carol G: She was sick and was having some problems, but went to Sandra for help. Sandra helped her get things taken care of and she wasn't thrown out like she was fearful of. She thinks it would be helpful for other tenants to realize that.

Chairman Brightman: He would like to thank Bernie for the last seven months as the Interim Executive Director. Bernie is a man of integrity and has always been approachable and available. This has not been easy to get the housing authority to where they are today after everything.

Bernie: This has been a challenge but has been an interesting challenge.

Janice B and Jessica R: Asked Commissioner Kirk to speak on their behalf regarding the catch basins in front of their properties – they need to be looked at before the incoming rain.

Bernie had someone look into it. It is ground water that is near the drain.

CHAIRMANS ANNOUNCEMENTS

DISCUSSION ITEMS

DHCD Audits/Review – Including Jaime Berryman Audit:

Jaime will be coming to audit on April 22, 23, and 29 to do the 10% audit of the state and the federal side.

Needham Executive Director Status:

The form used was originally out of date so the board had to redo it. The Board will re-execute all the documents tonight with the most recent documents. Most of the changes were cosmetic, but the more substantial change was to only have one year agreement with new executive directors. These will be one year plus however much time to coincide with the timeline. The new agreement will be one year and eight months. DHCD seems okay with the May 6 start date.

Report on Meet and Greet Event between Commissioners and the Tenants

The presentation by the Chinese Association will be about 10 minutes. There will be a short orchestral concert. Residents are putting together a fruit plate and cookies. Roche Bros will be donating a cheese board. It will take place May 19 @ 1:30pm at Chambers St. People will need to sign up for it because there is a capacity limit.

Facilities Master Plan Items

The Needham Housing Authority has a CPA funding application in process. There was a thorough review in front of the Finance Committee. Chairman Brightman and Commissioner Pingitore were both there and the Finance Committee brought up some concerns – they would like a Pro Forma; they would like to know how NHA will invest the funds; they would like clarification on consultant. NHA is on the next Finance Committee agenda to further explain. They would like as much detail as possible on how NHA will spend \$300,000. The CPC will be speaking on behalf of the application so they would like to make sure they fully understand every detail of it. The RAD consultant is available to attend the Finance Committee meeting on April 24. Regarding updating Linden/Chambers: there is funding available as of April 4. The notice on this funding is very preliminary. The application deadline is mid August but it is the first of more funding opportunities. The funding may be applicable to Linden/Chambers. They will be stopping by next Tuesday morning to start the process and see if this is a viable option. There should be continual improvement of Linden/Chambers over time. Is it possible to get a list of the major improvements that have been made to Linden/Chambers over the last 4-5 years for the CPC presentation? The Facilities Master Plan already has concrete improvements that can be made. The next time to apply for CPA funds is in December, but the board will continue to look for funding opportunities from other sources. There is a difference between low-income and affordable housing. The board will have to continue to have conversations regarding the two types of housing. The residents are protected and will continue to be a part of this conversation.

Wellesley Housing Authority Update:

Sean Barnacle has started as of April 1. Bernie is no longer going there everyday in a director capacity but they are still emailing him. He is still assisting them with their Facilities Master Plan and submitting an application with the Wellesley CPC. WHA will continue to use NHA's bookkeeper for the next few months and will continue to use NHA's maintenance director for the foreseeable future. The Board will review the document regarding the agreement between WHA and NHA. There does need to be a 30 days notice in order to end a service.

Fair Market Rent Percentage

Dedham is managing Section 8 program. There were new fair market rents that came out. In order to optimize income received from Section 8, rents should be at 90% of market rate. This would help NHA receive additional funds. The rent is determined by 30% of the tenants' income after certain expenses and the voucher is the remainder of the rent. At 90%, the subsidy stays the same but NHA gets to keep more of the amount, as opposed to going to the landlord.

Financial Report:

Rent receivables are decreasing – people aren't paying rent. This is primarily the result of not having a leased housing director. They are looking at re-advertising for the position with a slightly higher salary cap because there have been no responses on the current salary. The increase would fit into this year's budget. They are looking into getting temporary help.

Vacancy Report:

By the end of the month there will only be two vacancies – one due to a recent death and one due to asbestos abatement. The problems with the CHAMPS system is slowing down the ability to fill vacant apartments. It has been decided to not move forward with the replacement of refrigerators in Captain Cook.

Executive Director Report:

The HR Policy is still with the attorney. The list of policies and updates needed to be handed off to the incoming executive director to continue with.

Resident Services Coordinator Report:

Commissioner Kirk would like to see a more robust report; it's the same every month. This is an area of opportunity.

RESOLUTION #2019-24: Approving the Minutes of the March 21, 2019 Regular Meeting

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

RESOLUTION #2019-25: Approving the Minutes of the March 23, 2019 Special Meeting

Upon a duly made motion by Commissioner Hughey and seconded by Commissioner Kirk, the motion to approve was approved by the following vote: 4-0. (Abstention by Commissioner Pingitore)

RESOLUTION #2019-26: Approving the Minutes of the March 29, 2019 Special Meeting

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

RESOLUTION #2019-27: Approval of Fair Market Rent Percentage (90%) as recommended by the NHA's Section 8 Administrator.

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

RESOLUTION #2019-28: Approving payment of the bill roll/check roll on the March 21, 2019 warrant in the amount of \$126,845.88

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

MOTION TO ADJOURN:

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

UPCOMING NEEDHAM HOUSING AUTHORITY MEETING DATES

Thursday	May 16, 2019	7:30pm	Regular Meeting	5 Chambers Street
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