

## MINUTES

**NEEDHAM HOUSING AUTHORITY  
REGULAR MEETING  
THURSDAY DECEMBER 20, 2018 7:30 P.M.  
34 SEABEDS WAY - COMMUNITY ROOM**

### ROLL CALL TO CONVENE THE REGULAR MEETING

#### **COMMISSIONERS PRESENT**

Chairman Scott Brightman  
Treasurer Reg Foster  
Commissioner Peter Pingitore  
Commissioner Penelope Kirk

#### **NHA STAFF:**

Bernhard Kirstein, Int Executive Director

#### **COMMISSIONERS ABSENT**

Vice Chair Karen Hughey

#### **RESIDENTS:**

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated December 18, 2018 setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the Town of Needham and provided to persons requesting it.

**DISCLOSURE WITH RESPECT TO RESIDENT COMMISSIONER:** Chairman Brightman

#### **RESIDENT/PUBLIC INPUT:**

Paula Barry of Seabeds Way asked of the commissioners what will happen to Patricia Edmonds. ED Kirstein responded that Patricia left the employ of the housing authority in October and that's all he has on the subject.

Richard Dey mentioned that the time posted on the website for the Dec. 13 special meeting was not right so he missed the meeting. He read about the meeting in the newspaper, saying it mentioned the state properties and the embezzlement that went on in Needham and Wellesley and asked if it went on in the federal properties. Also that the Needham Housing Authority is out a lot of money and will they go after the culprit? The ED responded that we are recertifying people and gathering data and at some point, HUD will be investigating. We are not a prosecutorial body. The Chair mentioned that Amy Stitely from DHCD said that the Board should contact HUD. DHCD has already contacted HUD and Chairman Brightman left a message with the contact that he was given from HUD. Commissioner Pingitore asked that there be a written record between the Housing Authority and HUD and let them get back to us. Also, that he doesn't know that the allegations should be characterized as embezzlement. But that our role is to run the HA. Our major funders are DHCD and HUD. DHCD held an audit and we are responding to that audit. Our responsibility is to respond to that audit. We have the same responsibility to correct anything in the federal properties. The ED said we are on track to certify everyone by the end of the year and CORI any tenants that were not previously. Mr Dey asked Commissioner Pingitore, your responsibility is only to correct the issues and not to go after this and try to get the money back, what happened, and who did it? Commissioner Pingitore said we are not prosecutors. We are running the housing authority. If the agencies (HUD and DHCD) seek to do so, so be it. Also, that he doesn't agree that there is missing money, because he doesn't believe that to be the case. Chairman Brightman made the correction that DHCD conducted a review, not an audit. An audit is an escalation of a review and more thorough. He believes that DHCD is planning an audit but that has

not taken place at this time. He also agreed that he has the same concerns as Mr. Dey. He said that as a Board, they are trying to stay in the lanes and do their jobs right.

**CHAIRMANS ANNOUNCEMENTS:** There were none.

**DISCUSSION ITEMS**

1. Renewal of Federal and State Accounting Contract: Commissioner Pingitore asked the board if they should require the accountant meet with the board at least once a year. Commissioner Kirk asked that maybe the accountant could be more involved in what is going on at the HA, that, something has fallen through the cracks. Commissioner Foster asked if they should request the accountant to sometimes pick up a file and go through it. Commissioner Pingitore said that's the job of the auditor and that's what's troubling him. Why didn't the auditors pick up on this? That's what they're hired for. The ED said that Federal Consultant, Jaime Berryman can do that job. He went on to say that doing a tenant application and occupancy file review could provide operational information that an accountant providing only financial information could not provide. Commissioner Pingitore said he's very impressed with the work that Rick does for the Housing Authority. The ED mentioned that there would probably be a necessity for the budget to be revisited and revamped after the tenants have all been recertified and their rents established, and the discrepancy is settled between what they have been paying and what they owed but were not made aware of. One tenant was found to have owed \$7000 but cannot be charged for it in hindsight. The commissioners agreed that the contract should be approved, pending correction of typos.
2. Status of Abacus Draft Facilities Master Plan (Mike Jacobs discussing financial aspects) Commissioner Foster introduced Mike Jacobs to speak about sections 7 and 8, effectively the money portion. Mike gave his background, then addressed the RAD program which converts capital fund and operating fund into the Section 8 program. For the govt, it's a wash. For housing authorities, it's a bounty. It also unlocks capital sources. Capital sources and capital equity. He explained about Section 18 which could bring in more federal funds. Commissioner Foster asked Mr. Jacobs what we should borrow the CPC funds for. Mr. Jacobs said that RAD works really really well with Captain Robert Cook, that to speak to a RAD consultant about that. Also, that the recent newspaper reports will probably make it difficult for you without a co-developer. Commissioners Pingitore and Brightman said they were wondering about that. MassHousing is a good source of tax exempt financing and triggers low income tax credits. Banks are buying low income tax credits. Mr. Jacobs laid out the way that tax credit financing works. He wrapped up by recommending that we get the RAD program underway as soon as possible regarding CRCD and its issues. Commissioner Foster reported that a meeting with the RAD representative brought about a need for board training on RAD and that there is no wait time right now for federal projects so this is the time to jump. Commissioner Pingitore asked if they should continue with the application of the CPC for CRCD repairs. Commissioner Foster spoke to the meeting with DHCD reporting that it's difficult to build housing for seniors is difficult because thee income is so low. Mr. Jacobs said that CPA funds could leverage HILAAP funds but wondered how much it would really help.
3. Status of Wellesley Management Agreement and Joint NHA, WHA, DHCD Meeting 12/13/18, and Wellesley Executive Director search: ED mentioned that there are 2 applications for the ED position. He also said that recertifications are being done. Preemptive of the newspaper article, Chairman Brightman reached out to all of the Selectmen in town in an effort to be transparent with them. He asked for a sense of the board for their priorities, the feeling of the Board. His main concern is public/tenant/employee

safety. Criminal checks and financial checks. Commissioner Kirk questioned that as board member, do we have any right to see the files? No. Is there any way to double check on the person who is leasing up? The ED said we can have a consultant look through files. Commissioner Foster requested having the auditors at the next meeting to explain why they didn't catch this. What is it that went wrong that this went on? Commissioner Pingitore said we hire auditors so that this doesn't go on. We need to hear from them. I looked at the post audit review of WHA. This is a lot. My feeling as a board member is that our first point of order should be to get our house in order. Fix these problems and make sure that this doesn't happen again. I have an overall concern, put our management efforts and our ED's efforts toward this. This needs to be Bernie's focus. I know there is no waiting list for RAD, and that this is a great opportunity, but this needs to be our number one concern. The ED said we're almost done with the recerts in NHA, but WHA has a new property manager and they've barely scratched the surface, there is still a lot to be done. The files, the recertifications, the inspections. Commissioner Pingitore mentioned that the financial picture has changed from the original numbers in the applications to CPC for the consultants, with the WHA/NHA split. Commissioner Foster responded that the Accountant looked at the numbers and they check out, both with and without the management fee. Commissioner Pingitore said that his sense of the board response is that we need to get this operationally in order as a first priority and that redevelopment is going to be a distraction, and a drain on our very thin resources.

4. Needham Executive Director search initiation January, 2019, including Approval of Job Description and Appointment of Two Member Commissioner Search Committee members: Commissioner Hughey has voiced an interest in being on this committee. Commissioner Foster accepts the role.
5. Needham CPC Applications: The Chair would like to put a hold on the consulting request to review our long term relationship with Wellesley. He then stated his priorities, public health and safety, #1. Hiring a permanent ED, #2. Maintaining our buildings ,#3, with new development following shortly after. Commissioner Kirk said she was in agreement with what Commissioner Pingitore said, and that with the publicity this is getting, we should be really straightened out before we go ask for money. Commissioner Foster also believes that the issues before the HA need to be priority one. He added, though, that every time redevelopment is attempted, something extremely important comes up to stop the progress. This, also is very important. When something urgent comes up, it shouldn't always stop the important things from going forward. Commissioner Kirk mentioned that we might wait a few months and see what's happening. Commissioner Pingitore mentioned how taxed the Board will be, with an ED Search committee coming up and RAD training, saying that when we hear from HUD, if they would even consider us for this kind of program. Also, that CPC will be very focused on our operational problems. Chairman Brightman said that as a past Finance Committee member, he would not approve these applications with things as they are now. He also said that better we pull the requests rather than have them be denied by the town. He would like to go forward with the consultant request, which may get approved, but pull the other three requests. Commissioner Pingitore urged the Board to withdraw their requests sooner rather than later and not waste the time of the CPC. It was agreed to go forward with the Consultant Request and continue in a slow and steady manner.

#### **RESOLUTION #2018-83**

Approving the withdrawal of CPC Project Applications for Needham and Wellesley Consolidation, Captain Robert Cook Drive Repair Defective Building Envelope, and the Director for Development Position. Upon a motion duly made by Commissioner Pingitore and seconded by Commissioner Kirk, the motion to approve was approved by the following vote: 4-0

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6. Report on Meet and Greet event between Commissioners and the Tenants: There was nothing to report
7. Russo Barr Request For Proposal for Captain Robert Cook Envelope project: TABLED
8. Question regarding Hotel Invoice Question from 12/6/18 Board Packet (Page 26): Mr. Kirstein reported that this was a charge for tenant housing after a fire in his unit.
9. Executive Director Report
10. Discussion of Policy Updates (Credit Card and Travel) : No discussion needed
11. Capital Project Closeouts (2)

**RESOLUTION #2018-75**

Approving the Minutes of the December 6, 2018 Regular Meeting **TABLED**

**RESOLUTION #2018-76**

Approval of Contract for Accounting Services with Milne, Shaw, & Robillard P.C. for NHA's Federal, Section 8 and Management programs, and for State, 40001 (667-C) and 689-1 programs

Upon a motion duly made by Commissioner Pingitore and seconded by Commissioner Kirk, the motion to approve was approved after typos were corrected, by the following vote: 4-0, Commissioner Hughey in abstention

**RESOLUTION #2018-77**

Approval of Permanent Executive Director Job Description as amended

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

**RESOLUTION #2018-78**

To direct the Interim Executive Director to initiate the Permanent Executive Director Candidate Search beginning in January 2019, per contract with D and V/Mainsail Associates\_per

RESOLUTION #2018-69.

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

**RESOLUTION #2018-79**

Appointing Two Commissioners to the Permanent Executive Director Search Committee, Karen Hughey and Reginald C. Foster

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

**RESOLUTION #2018-50**

Approving a Credit Card Policy.

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

**RESOLUTION #2018-51**

Approving a Travel Policy.

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

**RESOLUTION #2018-80**

Approval to Approve Change Order #1 and Closeout RCAT Project FISH # 203067 Bath Conversions at the Mathews House , and make final payment subject to RCAT final inspection for a total contract amount of \$18,735.31 .

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

**RESOLUTION #2018-81**

Approval to Closeout Seabeds Way Common Area Carpet Contract with Flair Carpet in the total amount of \$18,020.00, subject to final inspection.

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

**RESOLUTION #2018-82**

Approving payment of the bill roll/check roll listed on the Warrant dated December 20, 2018 in the amount of \$262,099.51 as follows:

Section 8:115 vouchers.....	\$120,580.60
Payroll checks (11/14/2018) #501070-501082.....	\$ 17,503.24
Payroll checks (11/28/2018) #501083-#501093 .....	\$ 17,555.80
Payroll checks (12/12/2018) #501094-#501105 .....	\$ 16,080.83
A/P Checks (11/13/2018) #31393-#31485 .....	.\$262,099.51

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

**MOTION TO ADJOURN THE NHA REGULAR MEETING AND PROCEED TO THE HIGH ROCK HOMES LLC MEETING:**

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

**UPCOMING NEEDHAM HOUSING AUTHORITY MEETING DATES**

Thursday	January 17, 2019	7:30pm	Regular Meeting	5 Chambers St.
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