

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING
REGULAR MEETING
HIGH ROCK HOMES LLC MEETING**

Thursday June 18, 2020 – 6:30 PM

ROLL CALL BY VIDE-CHAIR FOSTER TO CONVENE THE MEETINGS

COMMISSIONERS:

Vice Chair Reg Foster
Treasurer Karen Hughey
Commissioner Penny Kirk
Commissioner Eleanor Evans
Commissioner Ed Scheideler

NHA STAFF:

Angie Medeiros, Executive Director

GUESTS: Scott Brightman, Former Commissioner
Peter Pingitore, Former Commissioner
James Pender, Attorney

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated June 15, 2020 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

MINUTES – ANNUAL MEETING

1. Appreciation for the service of retiring Commissioners Peter Pingitore and Scott Brightman

Vice-Chair Foster opened the meeting by expression the appreciation of the NHA for the service of the two retiring commissioners. He began with Mr. Brightman stating that, “He has been on the board for 6 years [...] Scott turned out to be an extraordinarily caring and compassionate person, interested in every aspect to make NHA a better organization for our tenants. At every board meeting, Mr. Brightman always displayed concern with all issues”.

Mrs. Hughey enjoyed working with Mr. Brightman and is grateful for all the concern he displayed to the residents, they greatly appreciate his involvement.

Mrs. Kirk also enjoyed working with Mr. Brightman and believes he is a true peace maker.

Mr. Brightman came in knowing he had a lot to learn and big shoes to fill. Mr. Brightman believes there are 3 most important words “housing, housing, housing”. It was a challenging 6 years for Mr. Brightman however, he truly appreciates the opportunity to make a difference. He would like to thank everyone who supported and voted for him. Lastly, he is honored to be a part of the community, he appreciates the new members and has made friends and looks forward to running into them in the future. He would like to thank Mrs. Medeiros for all her hard work and development, he is honored to be able to work with Mrs. Medeiros and wishes her the best of luck. He is presented with an award, certificate of appreciation, from the Board.

Chair Mr. Foster acknowledges that Mr. Pingitore has been on the Board since 2007, an amazing 13 years! Mr. Pingitore is someone who you can rely on to investigate every nook and cranny of every crisis, he is someone you can count on rather it was revamping or updating policies, updating bylaws, etc.

Mrs. Hughey recognizes Mr. Pingitore as a mentor in so many ways. She will continue with his legacy and keep in touch.

Mrs. Kirk knows that Mr. Pingitore is a detailed guy, he helped Mrs. Kirk in her first years which is greatly appreciated

Mr. Brightman believes Mr. Pingitore puts his heart and soul into the Board, he can see why Mr. Pingitore is so successful. Mr. Brightman has grown to consider Mr. Pingitore as a friend.

Mrs. Evans is glad to be joining the Board and thanks Mr. Pingitore for putting the bug in her ear to join.

Mr. Pingitore is grateful to have worked with such a passionate board. He believes without a strong Board; NHA would not have survived. Mr. Pingitore is confident and comfortable leaving the Board in good hands. He has gone through 6 executive directors, he is glad that Ms. Medeiros is the director, the last year has been a great learning curve for Ms. Medeiros. Mr. Pingitore likes that the Board has diversity and hopes that everyone will continue to learn from each other. He is thankful for the chance to be on the committee.

Chair Mr. Foster presented a certificate of appreciation and thanks to Mr. Brightman and Mr. Pingitore for their service to the Needham Housing Authority

2. Election of Officers: Chair, Vice-Chair, Treasurer

Vice-Chair Foster kicked off this agenda item by welcoming and congratulating the two new commissioners Mr. Scheideler and Mrs. Evans. It is time to elect new officers, and Mr. Foster asked Mrs. Hughey, as senior member on the Board, to propose a slate of nominations.

Mrs. Hughey nominated Mr. Foster as Chair, herself as Vice- Chair and Mrs. Evans as Treasurer. The slate of nominations was seconded by Mrs. Evans.

Mr. Scheideler nominated an alternate slate: Mr. Foster as Chair, Mrs. Evans for Vice-Chair and himself for Treasurer. Mr. Scheideler's slate was seconded by Mrs. Kirk.

The Board discussed the merits of the different slates. Mr. Scheideler thought his slate made sense because Mr. Foster has many years of experience, Mrs. Evans has great knowledge being an attorney and working with nonprofit, and that Mr. Scheideler made sense as treasurer because he is a retired accountant.

Mrs. Kirk concurred that Mrs. Evans would be a good Vice-Chair because of her experience on other boards and her work throughout the town. She knows that Mr. Scheideler will be a good treasurer since he was previously an accountant.

Mrs. Evans stated that in the long term, she'd be happy to serve as either Vice-Chair or Treasurer, but since she is new to the Board, she'd rather not be Vice-Chair to begin with. If an officer, She would prefer to be treasurer.

Mr. Foster offered his opinion: that it made sense for him to continue as Chair for now, but ultimately he'd like to return to his primary mission of finding money to modernize and redevelop our NHA facilities as envisioned in the Master Plan. He thought Mrs. Hughey would be a great Vice-Chair; she is a very impressive and intelligent individual and really knows the ropes, and could easily step in to run a Board meeting if Mr. Foster is unavailable. Mr. Foster would like Mrs. Evans to be Treasurer, not only to gain experience in case she's steps up in the future as Vice-Chair or Chairman, but also to support future modernization and redevelopment activities.

Hearing all the reasoning presented, Mr. Scheideler withdrew his slate. The Board proceeded to a vote.

RESOLUTION #2020-93

To approve the 2020-21 Officers of the Needham Housing Authority:

Chair – Reg Foster

Vice Chair – Karen Hughey

Treasurer – Eleanor Evans

Upon a motion duly made by Commissioner Mrs. Hughey, it was unanimously approved by vote of 5-0 in favor.

3. Resolution authorizing any two Commissioner to sign checks

Chair Mr. Foster explained bylaw article 2 section 4 "requires treasurer and one other commissioner" to sign all checks issued by the NHA. Since the treasurer may be unavailable

from time-to-time, it has been the NHA's practice over many to authorize any two commissioners to be able to sign checks.

RESOLUTION #2020-94

That any two Commissioners are authorized to approve, and sign checks issued by the Needham Housing Authority.

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey, it was unanimously approved by vote of 5-0 in favor.

4. Designation of NHA appointee to the Needham Community Preservation Committee

Under the General Bylaws of the Town of Needham, the NHA can designate one representative to serve on the Needham Community Preservation Committee. Mr. Foster described the general responsibilities of a CPC member. Mrs. Kirk expressed interest in the position.

RESOLUTION #2020-95

To appoint the following person to be the NHA's designated representative to the Needham Community Preservation Committee: Penny Kirk

Upon a motion duly made by Chair Mr. Foster and seconded by Treasurer Mrs. Evans it was unanimously approved by vote of 5-0 in favor.

5. Annual Report by the Executive Director

Chair Mr. Foster has spoken with Ms. Medeiros who has requested to postpone this report until the next meeting, July 16th, he believes this is the right thing to do under the COVID-19 circumstances.

6. Best starting time for Regular Monthly Board Meetings

NHA in-person Board meetings pre-Covid started at 7:30PM. With two new commissioners and the fact that we'll be meeting via Zoom for the foreseeable future, Chair Foster suggested that we consider what'd be a good time to start our monthly board meetings. After discussion, the Board settled on a 6:00PM start time, every third Thursday of the month.

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AGENDA – REGULAR NHA BOARD & HRH LLC MEETINGS

CHAIR'S ANNOUNCEMENTS: None.

RESIDENT/TENANT INPUT: Ilene Hoffman would like a reminder sent via robocall or email about the meetings. She thought that according to open meeting law, the list of attendees should be accessible. She recommends a sign-up list to be able to access the recording of the meetings or receive a copy of the board packets. She welcomed the two new commissioners.

Mrs. Hoffman started a camera club; she has a professional who is offering a free webinar in photoshop and lightroom. She is happy to send the information to anyone who is interested. Mrs. Hoffman wanted to thank Ms. Medeiros for getting the maintenance team to fix the picnic table, thankful for paving the beginning half of the driveway as well as the cement on the ramps, but if Ms. Medeiros could tell them to place an orange cone so no one ends up tripping. She would like to know the location of the positive COVID-19 cases, DCHD said no one can have information due to HIPPA. Ms. Medeiros stated Mrs. Tambeau is looking into setting up a test site. Mrs. Hoffman spoke to the police station to request that they drive through at night which they said is okay.

Ross Donald would like to reiterate that they are requesting the name of members who are attending the meetings suggesting they can add this information into the minutes. Chair Mr. Foster responded that the minutes include the ID of anyone who speaks, if someone does not speak, they will not be included in the minutes. Mr. Donald would like better access the board packets. Mr. Donald commented that some of the written notices are not so friendly.

Janice Bennett would like to congratulate the new commissioners. She asked Ms. Medeiros if they could have a Zoom meeting with the tenant's association, which she responded would be fine. Ms. Bennett wanted to reach out about the tenant's association because she wants to have more of a relationship and be more involved in what is going on with the authority. Ms. Medeiros agrees with having more of a relationship.

Sue Biasizzo brings up her concern with veteran housing on Linden turning in federal and that multiple women have been asked to move who are in their 80's, widowed and do not have many resources to move. She is hoping between commissioners, Ms. Medeiros and the staff that a notice can be sent out what has been going on nation wide to know that the authority and commissioners have the residents back and are supportive. She would like to congratulate the maintenance staff for keeping the place clean.

APPROVAL/DISCUSSION ITEMS:

1. Update on Covid-19 virus situation at NHA

Mrs. Medeiros confirmed the maintenance staff is still spraying, there is nothing new to report. The staff is going to be rewarded with an appreciation party on Thursday and get to leave early. Chair Mr. Foster would like everyone to be careful this summer and to treat everyone as if they have COVID-19.

2. State & Federal Recertification Process -- Migrate to rolling recertifications

Ms. Medeiros explained she would like to change the recertifications to the anniversary of when that person moved in instead of doing a whole complex at once. Ms. Medeiros would like it to be this way because things can be missed when there are so many coming in and that the staff is not able to focus on someone's information as closely. Mrs. Hughey

comments that as a resident she thinks this way makes more sense because before people would be waiting hours to meet with someone for help with their packet.

RESOLUTION #2020-97

To approve the transition of annual State and Federal tenant recertifications, from the current twice-per-year process, to a rolling process-based tenants' move-in date.

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey it was unanimously *approved* by vote of 5-0 in favor.

3. Communications Improvements

- **New NHA Web site is launched -- looking for tenant suggestions for improvement.**

Chair Mr. Foster suggests doing something to put the word out about the new website, Mrs. Medeiros responded that she could do a robocall. Ms. Medeiros ordered some new suggestions boxes so anything about the website can be placed in there, Chair Mr. Foster recommends a virtual suggestion box. Chair Mr. Foster would like to recognize Mr. Donald's suggestions about board packets, meetings, etc. and that he can now get this information online. Decided not to post minutes until after they are approved.

- **Implement official NHA eMail addresses:**

ED Medeiros reminded the commissioners that their new NHA eMail addresses are ready to be used.

4. Maintenance management for Wellesley Housing Authority discontinued July 1, 2020

The Wellesley Housing Authority has voted not to use Needham's maintenance management by Gary Kuphal after June 30, 2020. Chair Foster noted that if anyone was concerned on how this will affect the NHA 2020 budget, do not worry. This change was built into the budget we approved last December.

5. Siding Project at Captain Robert Cook

ED Medeiros reported that the best bidder for this project had been selected and recommended that that the Board approve the contract.

RESOLUTION #2020-96

To approve the award of contract for the Captain Robert Cook siding project.

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey, it was unanimously *approved* by vote of 5-0 in favor.

6. Policy Update Process

- **Status Update: New NHA Admissions and Continued Occupancy Policy**

Jamie Berryman, our contractor who was updating the ACOP, she suffered from some illness and has been hospitalized. She has promised to send the draft, but still no word from her. Chair Foster stated, “to start over would be a huge effort”. The board agrees it is okay to wait for Ms. Berryman to see if she can finish the job.

- **State & DHCD Audits**

Ms. Medeiros spoke with the representative from DCHD and is expecting the report soon. Ms. Medeiros emailed IG and knows that they are still investigating. Chair Mr. Foster recommends that Mrs. Medeiros reach out frequently for updates.

- **Smoke-Free Housing Lease Enforcement Policy**

Mrs. Kirk asked if the housing authority can give fines, which Ms. Medeiros stated “yes”. Mrs. Evans would like to know the background, Ms. Medeiros responded that “there was an amend to the lease that there are no smoking, but would there was no policy on what to do when it is continuously violated”. Ms. Medeiros raised her concern of enforcement because there are constant complaints about smoking in the elderly building where your neighbor could have an oxygen tank. There are designated smoking areas throughout the sites.

RESOLUTION #2020-99

Vote to approve Smoke Free Housing Lease Enforcement Policy:

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey it was unanimously *approved* by vote of 5-0 in favor.

7. Information & Discussion: various items in the Executive Director’s Report, Financial Report, Vacancy Report

No comments or questions from the Commissioners.

8. Minutes of NHA Board Meetings:

- Discussion of the appropriate Contents of Minutes

Mr. Foster and Mrs. Kirk have been discussing what depth the minutes should go into. Mrs. Kirk expressed her opinion April 23rd minutes should have been revised to include a summary of the comments from commissioners. Chair Foster noted that this suggestion had been considered last month, but had been rejected by the then Board by a vote of 4-1.

- 5/21/2020 Regular Meeting Minutes

Mrs. Kirk suggested a material change and some typo fixes to these draft minutes.

- 5/9/2020 Special Meeting Minutes

Mrs. Kirk suggested some typo fixes to these draft minutes.

RESOLUTION #2020-98

Vote to approve Minutes of the following NHA Board Meetings:

- 5/21/2020 Meeting as amended
- 5/09/2020 Meeting as amended

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey it was *approved* by a vote of 3-0-2 : Foster, Hughey & Kirk in favor ; Scheideler and Evans abstaining. The abstentions were due to the fact that Commissioners Scheideler and Evans were not yet elected commissioners at the last meeting.

9. Approval: NHA Bill/Check Warrant

RESOLUTION #2020-100

To approve payment of the bill roll/check roll listed on the Warrant dated June 18, 2020 in the amount of \$ 379,601.58 as follows:

Section 8: 117 vouchers.....	\$167,194.91
Payroll checks (5/27/2020) #501602-50161.....	\$21,969.48
Payroll checks (6/10/2020) #501616-501631.....	\$ 19,662.52
A/P Checks (6/16/2020) #32764-#32768.....	\$331.00
A/P Checks (6/16/2020) #32769-#32818.....	\$170,443.67

Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey it was *approved* by vote of 5 in favor. It passed unanimously.

10. Approval: HRH LLC Bill/Check Warrant

RESOLUTION #HRH2020-26

To approve payment of the bill roll/check roll listed on the Warrant dated June 18, 2020 in the amount of \$39,121.74 as follows:

A/P Checks (6/18/2020) #3025-#3033.....	\$39,121.74
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Upon a motion duly made by Chair Mr. Foster and seconded by Vice-Chair Mrs. Hughey it was *approved* by vote of 5 in favor. It passed unanimously.

Adjourn: Into Executive Session to discuss Legal Matter

RESOLUTION #2020-101

To enter executive session to discuss strategy with respect to litigation, the nature of which cannot be publicly disclosed because it would compromise the purpose of the executive session. Following the executive session, the Board will adjourn for the evening.

Upon a motion duly made by Chair Mr. Foster and seconded by Mrs. Hughey, this vote is roll call. Chair Mr. Foster votes "Aye", Mrs. Hughey votes "Aye", Mrs. Evans votes "Aye", Mrs. Kirk votes "Aye", and Mr. Scheideler votes "Aye". It passed unanimously.