

NEEDHAM HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR NHA  
& HIGH ROCK HOMES LLC MEETING

Thursday, August 18, 2022, 7:30 PM

NOTE: THIS WILL BE A “HYBRID” MEETING

ATTEND IN PERSON: Cook’s Bridge Community Room  
28 Robert Cook Drive, Needham, MA 02494

THE PUBLIC MAY ATTEND IN PERSON OR ON A VIRTUAL BASIS:

Click here [Needham Housing August Meeting](#)  
go to Zoom.com and join the meeting at Zoom Meeting ID: 821 4851 4810

*Under Governor Baker’s emergency “Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20,” issued March 12, 2020, and in effect until March 23, 2023, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.*

***The NHA Board of Commissioners will hold this as an in-person meeting with the option for public attendance virtually or in person.***

To listen, view, and participate in this virtual meeting on your phone, computer, laptop, or tablet, a few minutes before the above date/time:

- *[Browser access]* Use your browser to connect to [www.zoom.us](http://www.zoom.us). On the Zoom home screen, click the “Join a Meeting” button (top right of the screen). Enter the Meeting ID number: Zoom Meeting ID: 821 4851 4810
- **OR**
- *[Install Zoom on laptop/desktop]* Click this link (or copy the link into your browser): [Needham Housing August Meeting](#)
- **OR**
- *[Smartphone]* Download and install the “Zoom Cloud Meeting” app from the Apple or Android app store, or from <http://www.zoom.us/>. Open the Zoom app, click the “Join” button and enter the Meeting ID number (see above).
- **OR**
- *[Audio dial-in only]* Dial +1 669-444-9171 Enter the Zoom Meeting ID number (see above), followed by the # sign.

**ROLL CALL TO CONVENE THE MEETINGS**

**COMMISSIONERS:**

Reginald C Foster, Chair  
Eleanor Evans, Vice-Chair  
Ed Scheideler, Treasurer  
Penny Kirk, Commissioner  
Janice Bennett, Commissioner

**NHA STAFF:**

Stephen Merritt, Interim Executive Director &  
Secretary  
Cheryl Gosmon, Assistant Executive Director

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated August 12, 2022, 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.

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**AGENDA**

**REGULAR NHA BOARD & HRH LLC MEETINGS**

**ANNOUNCEMENTS FROM THE CHAIR:**

(Including matters that could not be reasonably anticipated in advance of the meeting):

**RESIDENT/COMMUNITY INPUT:**

Cook's Bridge Tenant Association  
Residents/Community Input - discussion

**DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC:**

**A. Review & Approval:**

1. NHA Bill Schedule / Check Warrant
2. HRH LLC Bill Schedule/Check Warrant

**B. Review & Approval -- Board Minutes:**

1. 7/21/2022 NHA, HRH LLC Regular Board Meeting.

**C. Information & Discussion: Executive Director's Report**

1. Monthly Financial Report – June 2022 (6-month report)
2. Monthly Management report
3. Personnel Changes:
  - a. Resident Service Coordinator hire
  - b. Maintenance Departure
  - c. Maintenance Hire
4. Linden Chambers Camera issues update
5. Bank Issues
  - a. Member Signatures for stamps
  - b. Santander Escrow Account – to be changed in Sept.
6. NHA Audit Update
7. Mission Statement Discussion
8. 21 Highland Circle update of ownership

**Executive Director's Report** – continued...

9. Easing the use of funds for Affordable Housing Development article.
10. Events upcoming.
11. Incident Report template
12. Any other issues/updates of NHA

**D. Search Committee Status Update: New Executive Director Search**

D & V Associates – Rick Leco correspondence

**E. Status Updates – External Initiatives:**

1. Housing Plan Working Group (Scheideler)
2. Preservation & Redevelopment Initiative (PRI)
  - Cambridge Housing Authority Report
  - Linden/Chambers A/E Designer RFS – status update
  - Appointment of Chad Reilly to Local Selection Committee
  - CIP Update – DSC Advertising/potential meeting
  - Review/Approve – 2021-2023 PRI Budget

**F. Status Update – Internal Initiatives:**

1. Recommendation of RCAT to Approve low bidder, Laracy Electrical For Intercom Panel Replacement at Chambers St. FISH # 203088
2. Report from Cook After School Steering Committee (Janice Bennett, Penny Kirk, Jessica Reese, Cheryl Gosmon, Steve Merritt)
  - a. Meeting minutes of June 30, 2022 & July 28, 2022
3. After School Program – Fall 2022 Reopening Draft Budget
  - a. Solicitation of applicants for After School Part-Time Program Manager
  - b. Insurance Coverage
  - c. Review/Approve – 2022-2023 After School Program Budget
4. Restoration of Community Center at 28 CRCD - **completed**
5. Plan to return Unit 42 CRCD to service - **In Process**
6. Paving Project – Seabeds Way and CRCD are currently being procured as part of the 2022 Annual Plan
7. Seabeds Way/CRCD CCTV System Begins Spring/Fall of 2022

**G. New Business:**

1. 2022 NHA Resident Survey
2. Guidelines for Resident Input at Board Meetings

**H. Adjournment**