

**NEEDHAM HOUSING AUTHORITY
SPECIAL MEETING
Apr 2, 2020 08:34 AM
HELD VIRTUALLY THROUGH ZOOM**

ATTENTION: Although this brief meeting is open to the public, it is suggested you review the recommendations of the CDC, Mass. DPH and Needham DPH. These guidelines recommend social distancing and **not** attending public gatherings unless necessary. Other than approving the issuance of checks, no other NHA business will be conducted at this meeting.

ROLL CALL BY VICE-CHAIR FOSTER TO CONVENE THE REGULAR MEETING

COMMISSIONERS:

Chair Scott Brightman
Vice-Chair Reg Foster
Treasurer Karen Hughey
Commissioner Peter Pingitore
Commissioner Penelope Kirk

NHA STAFF:

Angie Medeiros, Executive Director
Debra Tambeau, Resident Services
Gary Kuphal, Dir. of Facilities & Maintenance

GUEST

Denise Garlick, State Representative

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated March 31, 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 requesting it.

Vice Chair Foster introduced our State Representative Denise Garlick, who gave us an update on activities at the state level. Everyone has been working incredibly hard. Rep. Garlick stated she is here and present for anyone who needs help via phone, email, etc. Mr. Pingitore Ms. Garlick for her service and said we are lucky to have her as his State Representative. Mr. Brightman commented on the difficulties older people are having in skilled nursing homes. Rep Garlick concurred that the problem is top priority, and has been working to identify resources throughout Needham that may be able to help.

AGENDA/DISCUSSION ITEMS:

- 1. Introduction to and Discussion of the Ground Rules for conducting a Virtual NHA Board Meeting.**
- 2. Using Zoom 101:**
 - Training/education/experimentation by meeting participants on how to attend and participate in a Virtual Open Meeting.**

- **Suggestions for Improvement.**

Vice Chair Foster confirmed there will not be a chance for an in-person Board meeting for the next few weeks, using Zoom videoconferencing seems to be the best alternative. Mr. Foster explained that during the Covid-19 state of emergency, videoconference technology can be used for public meetings per an executive order from Governor Baker. All participants are attending via voice/video and should be aware of what is in your surroundings while on voice/video meeting. He went through some tips on how to have a successful Zoom meeting and discussed the pros and cons of Zoom and how to make it work with members present.

3. Discussion: Executive Director Report on COVID-19 Impact on NHA Operations, and Mitigations measures.

Ms. Medeiros stated there are a lot of concerns from residents. Maintenance personnel are sanitizing all common areas twice a day. There has been an continuing issue with smoking in the buildings which has been difficult to handle. Mrs. Tambeau stated the anxiety is sky high, she is presenting and offering services to help the elderly and has noticed an increase in wellness checks. Her concern is getting the information to the residents in a timely manner.

Public safety issue needs to be resolved; Mrs. Tambeau would like to figure out a way to inform all residents. Ms. Medeiros is looking into robo calls to present the residents with information. Mr. Kuphal stated that the maintenance staff is only going to apartments for emergencies and health concerns. Mr. Foster wanted to know how NHA is dealing with food services, Mrs. Tambeau keeps in contact with Springwell and Meals on Wheels to confirm the elderly residents are getting meals. Considering getting the community police officer to address the kids, maybe take down basketball nets and some other options that may be available. Mr. Foster asked what the protocol is for when residents call in with concerns. Ms. Medeiros will have the Needham Police Department do a wellness check if no emergency contacts are available.

4. Mr. Foster noted that the date/time for our next NHA Regular Board Meeting:

Thursday April 16, 2020 7:30pm Zoom Meeting

A **MOTION** was made by Mr. Brighton to adjourn the meeting and seconded by Mr. Pingitore. It passed unanimously.