

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

Thursday, December 15, 2022, 7:30 PM

NOTE: THIS WILL BE A “HYBRID” MEETING

\*\*\*\*\*CHANGE OF LOCATION\*\*\*\*\*

ATTEND IN PERSON:  
Seabeds Way Community Room  
34 Seabeds Way, Needham, MA 02492

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

Click here [Needham Housing December Board Meeting](#)  
go to Zoom.com and join the meeting at Zoom Meeting ID: 820 9461 7489

Pursuant to Chapter 107 of the Acts of 2022, “An Act Relative to Extending Certain State of Emergency Accommodations” which extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 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: 820 9461 7489

**OR**

- *[Install Zoom on laptop/desktop]* Click this link (or copy the link into your browser):  
Needham Housing Authority December Board 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 Exec. Dir. & Secretary  
Cheryl Gosmon, Assistant Executive Director  
Others:

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated December 9, 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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**REGULAR NHA BOARD & HRH LLC MEETINGS**

**AGENDA**

**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 Total Amount: \$ 425,763.02
2. HRH LLC Bill Schedule/Check Warrant \$ 28,501.05

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

1. 11/17/2022 NHA, HRH LLC Regular Board Meeting
2. 11/22/2022 NHA Special Board Meeting

**C. New Business (advanced for today's meeting)**

- a. NHA Board Succession (P. Kirk & R. Foster)
- b. CHAMP Fair Housing PMR Criteria- required plans
  - i. Fair Housing Marketing Plan
  - ii. Language Access Plan
  - iii. Reasonable Accommodation Policy

**D. FY 2023 Budget Presentation – Rick Shaw, Milne, Shaw & Robillard, P.C.**

1. Scheduled for Time Certain at 8:15pm

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

1. Monthly Financial Report – October 2022 (10-month report)
2. Monthly Management report
3. Annual over-housed letter to residents

4. Federal Capital Fund Budget Report
5. Bank Issues
  - a. Check signature policy – in process
  - b. Migration of HRH books to PHAweb
  - c. Needham Bank conversion
6. Fee accountant RFP – postponed
7. ROSS Grant Update/Announcement
8. Any other issues/updates of NHA

**F. New ED Search Committee**

- a. Search Committee Report and Recommendations (J. Bennett)
- b. Next step(s)

**G. Report of Resident Services**

- a. December Activities
- b. Quarterly Newsletter
- c. CAS report

**H. Status Updates – External Initiatives**

1. **Housing Plan Working Group**  
Report on meeting(s) (E. Scheideler)
2. **Preservation & Redevelopment Initiative (PRI)** (R. Foster)
  - Kick off Meeting with Linden/Chambers A/E Designer Team
  - FY 2024 CPA Funding Applications - Status Update
  - CHA Monthly Report - Questions?

**I. Status Update – Internal Initiatives**

1. Roofing at Cook’s Bridge
2. Paving Project – Design of Seabeds Way and CRCD are currently being procured as part of the 2022 Annual Plan
3. Linden Chambers Camera issues update
4. Seabeds Way/CRCD CCTV System – awaiting HUD Grant extension
5. Resident Survey – Update

**J. Adjournment**

**Next Meetings:**

Thurs. January 5, 2023 @7:30pm	Cooks Bridge Community Room	NHA Repositioning Strategy
Thurs, January 19, 2023 @7:30pm	Seabeds Community Room	Regular Monthly Meeting
Thurs. February 17, 2023 @7:30pm	Linden/Chambers Community Room	Regular Monthly Meeting