

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
HIGH ROCK HOMES LLC MEETING
Thursday January 21, 2021**

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

ROLL CALL TO CONVENE THE MEETINGS

COMMISSIONERS:

Chair Reginald C. Foster

Vice-Chair Karen Hughey

Treasurer Eleanor Evans

Commissioner Penny Kirk

Commissioner Ed Scheideler

NHA STAFF:

Angie Medeiros, Executive Director

Chairman Foster declared that a quorum was present, and that adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated January 19, 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.

AGENDA – REGULAR NHA BOARD & HRH LLC MEETINGS

CHAIR’S ANNOUNCEMENTS:

Ms. Hughey will not be running again so her chair will become available. Nominations will be accepted until February 23, 2021.

Chair Foster is the state appointed commissioner and his current 5 year term is up in May 2021. He will be applying for reappointment.

RESIDENT/TENANT INPUT:

Ross Donald is concerned about the items that were removed from the common areas, some of his belongings. Michael is being threatened by Dan about removing the a/c; one thing leads to another. He believes this needs to be addressed. Ms. Medeiros responded that she told

maintenance to not throw things out and to try to figure out who it belongs too. Ross complimented Ms. Medeiros on her response.

Sue Biasizzo is curious if grievance paperwork, etc. should be made available on the website. Ms. Medeiros will make sure to add them.

DISCUSSION/APPROVAL ITEMS:

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1. Discussion & Approval:
 - Executive Director 2021 Goals

Upon a motion duly made to approve 2021 Executive goals by Chair Foster and seconded by Vice Chair Hughey, it was approved by vote of 5 in favor.

- Write Off of 2020 Bad Debts

Ms. Medeiros summarized that these balances are left over after they pass away, abandonment of the building, etc. They will send it to a collection agency in hope of getting some of the money back.

RESOLUTION #2021-142

To approve Bad Debt, Write Offs

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

- Discussion: Board Training Ideas for 2021

Chair Foster asked for ideas that would be good for Board training and understanding especially regarding the financials. A course is available online if the board chooses to do it individually. Chair Foster is looking for more of a group training involving finances.

Vice Chair Hughey recommended sitting down as a board with the accountant to learn more about how the accounting works. Ms. Medeiros agreed.

2. Policy Update Process
 - Public Hearing Reminder: Updated Admissions & Continued Occupancy Policy
Wednesday Jan 27, 2021 @6pm via Zoom
3. Discussion & Approval: Minutes of NHA Board Meetings:
 - 12/9/2020 Annual Public Hearing Meeting
 - 12/17/2020 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting
 - 12/31/2020 Special Meeting

*****Eleanor Evans was breaking up a lot and hard to understand.

Vice Chair Hughey responded there is a total for all administrative salaries the difference between that total and the total after the negotiation. The salary that was approved was included in administrative salaries. It is different than what is stated in the original budget but does not change the total. The Board voted to approve.

RESOLUTION #2021-143

To approve Annual Public Hearing Meeting minutes of the following NHA Board Meetings:

- 12/9/2020 Regular Meeting

RESOLUTION #2021-144

To approve Minutes Regular and the HRH minutes of the following NHA Board Meetings:

- 12/17/2020 Regular Meeting

4. Update and Discussion: The Postponed RFP for Modernization & Redevelopment

This has been postponed due to COVID-19, it was delayed to January 2021. Chair Foster is not completely confident and believes the Board should postpone until Spring.

5. Update: Negotiations on the 2021-23 Union Contract

Ms. Medeiros has been negotiating the union contract. Ms. Medeiros updated the Board that they are sending proposals back and forth.

6. Update: After School Program

Deondre just started and opened the program back up following COVID-19 protocols. Mrs. Kirk asked if the schedule was staggered due to protocols, which Ms. Medeiros confirmed and said Deondre and Mrs. Tambeau had created a schedule.

Mrs. Evans asked how many students would attend the after-school program before the crisis Ms. Medeiros said it was 4 days a week and 6-9 children usually showed up.

7. Information & Discussion: Executive Director's Report, Financial Report, Vacancy Report

Ms. Medeiros was proud to discuss the donations that were made where kids got Christmas presents up to \$125. She has maintenance cleaning the hallways every day.

Ms. Medeiros is looking into creating a vaccination site.

Mr. Scheideler asked about the vacuum and the sanitization, Ms. Medeiros confirmed they sanitize 2 times a day. He also asked about the off-site meetings, they are located at the community room. Same with Seabed's. He wanted to know if residents were emailed with the robo call as well, but

Ms. Medeiros confirmed they use robo call and do not send emails. Ms. Medeiros likes the software and is very pleased with it.

8. Approval: NHA Bill/Check Warrant

RESOLUTION #2020-145

To approve payment of the bill roll/check roll listed on the Warrant dated December 31, 2020 in the amount of \$326,381.09 as follows:

Section 8: 117 vouchers.....	\$150,137.89
Payroll checks (12/23/2020) #501838-501853.....	\$ 26,581.13
Payroll checks 1/6/2020) #501854-501872.....	\$ 32,216.23.

Upon a motion duly made by Chair Foster and seconded by Vice Chair Hughey it was approved by vote of 5 in favor.

9. Approval: HRH LLC Bill/Check Warrant

RESOLUTION #HRH2020-29

To approve payment of the bill roll/check roll listed on the Warrant dated January 21, 2021 in the amount of \$30,894.23 as follows:

A/P Checks (1/19/2021) #3096-#3104.....	\$30,894.23
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Upon a motion duly made by Chair Foster and seconded by Commissioner Evans, it was approved by vote of 5 in favor.

RESOLUTION #2020-141: To enter executive session for one (1) purpose:

- To conduct strategy session for negotiations with nonunion personnel, specifically the Executive Director (G.L. c. 30A, §21(A), exemption #2);
- 1. Adjourn into Executive Session to negotiate the Executive Director’s 2021 employment contract
- 2. Resume in Open Session to vote on/approve Executive Director 2021 employment contract

Upon a motion duly made to adjourn meeting by Chair Foster and seconded by Mr. Scheideler, it was approved by vote of 5 in favor.

UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES

Thursday Jan 21, 2021	6:00pm	Regular Meeting	Zoom Virtual Meeting
Wednesday Jan. 27, 2021	6:00pm	Special Meetings	Zoom Virtual Meeting
February 18, 2021	6:00 PM	Regular Meeting	Zoom Virtual Meeting
March 18, 2021	6:00 PM	Regular Meeting	Zoom Virtual Meeting