

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

Thursday, October 20, 2022, 7:30 PM

NOTE: THIS WILL BE A “HYBRID” MEETING

**ATTEND IN PERSON: Seabeds Community Room
34 Seabeds Way, Needham, MA 02494**

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

Click here [Needham Housing October Board Meeting](#)
go to Zoom.com and join the meeting at **Zoom Meeting ID: 893 7676 4322**

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. On the Zoom home screen, click the “Join a Meeting” button (top right of the screen). Enter the Meeting ID number (see above)**

OR

- ***[Install Zoom on laptop/desktop]* Click this link (or copy the link into your browser): [Needham Housing October 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
Others:

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated October 14, 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.

REGULAR NHA BOARD & HRH LLC MEETINGS

AGENDA

ANNOUNCEMENTS FROM THE CHAIR:

(Including matters that could not be reasonably anticipated in advance of the meeting):
Request to move CHA Report/LDSC recommendation to time certain – 8:15pm

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: \$ 243,995.77
2. HRH LLC Bill Schedule/Check Warrant \$ 43,560.74

B. Review & Approval -- Board Minutes:

1. 8/30/2022 NHA Special Board Meeting
2. 9/15/2022 NHA, HRH LLC Regular Board Meeting and 2023 Annual Plan Public Hearing.
3. 9/22/2022 NHA Special Board Meeting – Executive Session Minutes

C. Information & Discussion: Executive Director's Report

1. Monthly Financial Report – August 2022 (8-month report)
2. Monthly Management report
3. State Annual Plan Approval – Comment page
4. Federal Capital Fund update
5. Bird Feeder Policy – Resident Meeting scheduled for early November
6. RFP for Fee Accounting Services
7. NHA Audit Update
8. Bank Issues
 - a. Check signature policy – in process
 - b. Needham Bank interest
9. Any other issues/updates of NHA

D. Quarterly Report of the Resident Service Coordinator

- 1) Laurie Blake memo
- 2) State RSC NOFA Application Approval

3) Search Committee Status Update:

- a. New Executive Director Search (J. Bennett - Chair)
- b. Replacement search committee member appointment

4) Status Updates – External Initiatives:

1. Housing Plan Working Group (E. Scheideler,/ R. Foster)
Meetings report – (R. Foster serving as interim in E. Sheideler absence)
2. Preservation & Redevelopment Initiative (PRI)
 - Linden/Chambers A/E Designer Recommendation by Local Designer Selection Committee
 - Cambridge Housing Authority Status Update Report
 - Repositioning options
 - Timing issues – Obligation deadlines FY19, FY20, FY21, & FY20 Capital Fund Program
 - Quarterly Financial Report
 - FY24 CPA Funding Application
 - Legal Services RFS - status update

5) Status Update – Internal Initiatives:

1. Certificate of Substantial Completion - \$79,888.00
Vinyl Siding Replacement at 28 Robert Cook Drive
2. After School Program – Fall 2022 Reopening Report
 - a. Jessica Reese – Program Manager
 - b. Review/Approve – 2022-2023 After School Program Budget
 - c. Friends of Cook’s After School
3. Plan to return Unit 42 CRCD to service - **In Process**
4. Paving Project – Design of Seabeds Way and CRCD are currently being procured as part of the 2022 Annual Plan
5. Linden Chambers Camera issues update
6. Seabeds Way/CRCD CCTV System update
7. Resident Survey – Final Version – sent out 10/17/22

6) New Business:

1. Acceptance of Donation of Van from the Town of Needham
2. Member Items, (if any)

7) Adjournment