

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
HIGH ROCK HOMES LLC MEETING
Thursday May 20, 2021 6:00PM**

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

ROLL CALL TO CONVENE THE MEETINGS

COMMISSIONERS:

Chair Reginald C. Foster

Treasurer Eleanor Evans

Commissioner Penny Kirk

Commissioner Ed Scheideler

Commissioner Janice Bennett

NHA STAFF:

Angie Medeiros, Executive Director

Gary Kuphal, Director of Maintenance

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated May 14, 2021 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.

AGENDA – REGULAR NHA BOARD & HRH LLC MEETINGS

CHAIR’S ANNOUNCEMENTS:

Chair Foster let everyone know they will be going into executive session at the end of the public meeting. He noted that it is clear to meet as of Saturday May 29th, starting in June the meetings may start to be in person.

Resident Input:

Kalpna questioned if there was a camera in the parking lot? Chair Foster stated they will get to that as it is on the agenda. She commented the work order is not completed; she would like to know if she can get a note when maintenance is present in their apartment. She requested that the paper notes come back instead of doing everything electronically. Ms. Medeiros suggested that she will provide a copy by request.

Sue Biasizzo inquired about Ms. Slutsky going around looking at the bushes growing on buildings, she believed it would be better to get a professional landscaper since maintenance is not trained and are already short staffed. She stated the website has very old policies and guidelines from 2007, residents are supposed to be getting handbooks. Ms. Medeiros noted she updated the handbook last year and will investigate new residents getting the handbook when they move in. Ms. Biasizzo suggested a robo call to see how many people would like one and would like to see the handbook to see if anything needs to be updated or changed. Ms. Medeiros will send her a copy.

Some people are having trouble accessing the website.

Mr. Donald thanked Ms. Biasizzo for her input and agreed with her on getting professional landscapers. Can 5 Chambers St be open on the weekend, not just daily 9-5? He is concerned about gas powered appliances as it is not good for the natural environment.

Ms. Medeiros spoke with Mr. Kuphal about opening the community room and will change the lock back to the one that residents already have. She also commented on getting a landscaper and Mr. Kuphal will get a few quotes. She is confident that staff knows what they are doing, Mr. Kuphal agreed they do a great job. They can not afford it so that is why they give the jobs to the staff; it would also take away jobs from the maintenance staff. Chair Foster commented that everyone is leaning towards electric lawn mowers etc. however they are double the price and it is not currently in the budget.

It is time to discuss the CCTV System. Chair Foster explains that what led to this was a murder that took place, the town and neighborhood was shocked. There have been many concerns throughout the years, residents wanted to know how could this happen? Something should have been done to prevent it. Residents were concerned with how she even got housing with a record from other states. They were using Massachusetts Cori check, which was only in state records. Since then, the authority switched to interstate after applying for a waiver, which collects all data across states.

Many big buildings and apartment complexes use CCTV in Needham, it is an aid to any investigation. They discussed having 24/7 security but did not have the money. CCTV is now a reality as it is in the 5-year plan.

Ross Donald was against it at first, but he would like to propose a remote program that allows certain individuals to check their videos, himself and others have remote cameras in their windows. If there is a community of people may be more familiar if they had a personal remote camera.

Richard Day commented on the fact that he wrote a letter on this topic as he is opposed to it. He does not think this neighborhood is too dangerous and however he understands that the office has cameras which he understands as well as having one at the maintenance offices. \$30,000 worth of cameras over dumpsters is ridiculous and the town should legalize a fine for illegally dumping of items and to put up a sign stating residents only. He contemplates if the money should be put into a seed account and grow to be able to afford more redevelopment.

Jessica asked, "If there was any information about how many cameras or if there is any information?" Ms. Medeiros affirmed that it has not happened yet.

Kalpna would suggest that the residents should be able to see who is at the door. I am sorry she was hard to understand...

Mrs. Kirk comments that there are pros and cons to having cameras, so she would suggest using as few cameras as possible.

Laurie supports the cameras, but she does not think so many cameras are necessary. She feels it is an invasion of privacy; she understands the parking areas and driveways and dumpsters but not so many as it seems like a lot of money.

Sue Biasizzo recommends having 1 to 2 residents to come along the CCTV set up for input. Ms. Kirk mentioned that the police monitor the area and that we have a deactivate as well raising concern about it become a police state.

Mr. Scheideler questioned if Detective Angel Rosario would be replaced if the CCTV are to go up? Ms. Medeiros responded that they would not be. He wanted to know what his role would be. Ms. Medeiros responded that he would review the cameras if there were any issues brought up. He also does a lot more with complainants and follow ups.

Chair Foster recommends that there should be a document drawn up stating the regulations of the CCTV and how long the videos will stay and be archived for. Mrs. Kirk quoted Ms. Medeiros stating that the people who do not want the cameras are the ones doing bad things, but Mrs. Kirk points out several residents who are not doing anything wrong. Mrs. Kirk recognizes the residents feel uncomfortable like everyone is doing bad things. She would like to see a compromise with the number of cameras.

Ms. Bennett recommends to keep the tapes for 30 days and is also considered with the number of cameras.

Mr. Kuphal stated the cameras were installed in 2015 because someone rented the community hall, the items that were put in car were stolen. There were issues with other tenants vandalizing the office so cameras were place at those locations. "There is no exact number of cameras being installed now, it is only an estimate". He made the point that if something were to happen to someone else or someone else's family, the housing authority will be questioned why there was not enough cameras.

Chair Foster believed it was a passionate discussion and he believes the CCTV system will be placed at the best places to cover the post property which may change the number of cameras. He is trying to avoid a situation where their current cameras only keep tape for 7 days if someone goes on vacation and day 8 their things are gone and so is that footage. He agreed with Mr. Donald that we should have the same surveillance as the higher end complexes.

DISCUSSION/APPROVAL ITEMS:

- 1. Status Update: RFP for Modernization and Redevelopment Consulting Services**
 - Schedule Ahead
 - Formation of a Proposal Selection Committee

Chair Foster stated there was a public hearing, but Ms. Medeiros stated the board must make a vote. Ms. Bennett questioned if it could be revised yearly within the 5 years and certain things can be added to the agenda, which Ms. Medeiros responded that there could be changes made yearly.

There are plans for pavement and roofs, but Mrs. Kirk has shade in the past that shade over the play yard should happen as soon as possible.

Mrs. Kirk asked about the remodeling of the kitchens as they are in need. Mr. Kuphal explained they only give an estimated amount for the year of around \$300,000 so the main concern is to keep the roof and sidings doing their jobs and maintaining the buildings.

Chair foster makes a motion to approve NHA capital fund program from 2021-2026, seconded by Mr. Scheideler.

VOTE: 5-0

2. Discussion & Approval:

- Update on 5/1/2021 Needham Special Town Meeting
- CPA Funding for Community Housing
- NUARI Vision Statement
- Juneteenth Holiday

Went out on April 28th, it was posted in the Needham Times; it was a very proactive campaign. All consultants worked with in the past were contacted along with anyone who was interested in this from the mass site. They started in Seabed's Cook and made their way to HRH; they only had 2 organizations attend. However, there are 3 companies interested in making proposals.

When proposals come in, 2 envelopes one with cost and one with technical come in. The selection committee will only open the technical proposal against criteria in the RP, due references checks, etc. The committee will then rake the proposals from best to least. Ms. Medeiros will open the price proposal and send to the board; they will come to a recommendation and conclusion. The board will meet with the selection committee and if upon agreement they can agree on a proposal together. Town manager and others will be looking into what is going on whatever is done down the road. Mr. Scheideler offered his services for the committee.

Chair Foster recommended the Board and suggested himself, Ms. Medeiros and having tenant input recommending tenants to apply to represent being apart of the board regarding projects that would affect any if not all residents.

Mrs. Kirk and Ms. Bennett believes there should be a represent from both sections of the tenant's associations as needs are totally different.

Chair Foster commends on that is going to take time and energy going over each proposal. He asked the best way to nominate tenant representatives. She will try to meet people from across town and connect with them.

Mrs. Kirk suggested to reach out to Needham Justice People. “Would someone from that group be useful”? Chair Foster responded that they would know too little about housing but their heart would be in it so the board can investigate that.

The tenant association will make a recommendation and a letter will be sent explaining the committee and its commitment for residents who may be interested.

RESOLUTION #2021-162

To approve the submission of a NHA Tenant-Commissioner Seat one year waiver

Upon a motion duly it was approved by a vote of 5 in favor.

In 2014, the State mandated a tenant be on the board, on May 15th, 2021 public notice 01 from DCHD stating every town must convert one of the elective positions to an appointment position only for tenant commissioner nominees which will come from the tenant board association, then to the select board and will pick one to become the tenant commissioner.

The first position open will become the appointed position for the tenant. However, if you already have a tenant on the Board, the town can respond that Mrs. Kirk can not become an appointed position, DCHD will waive Ms. Bennett’s position it will be up for grabs. The paperwork must be in every year for 5 years every time the term is up it becomes the appointed position. If there is no LTO, the staff would have to collect self-nominations to Board of Selectmen after sent notice.

The Board of Selectmen decided that they would like to have an open meeting June 8th, 2021 allowing for a fair amount of attendance for all boards.

Chair Foster suggest to have a Tenant meeting before this happens. At the next meeting, with input from Board of Selectmen; they will authorize submitting the waiver application to DCHD.

Chair Foster is looking into why this law against that federal rules state but did not recover a response. He will rely on Ms. Medeiros and Mrs. Tambeau to check in on tenants and letting them know this is happening.

One of the houses had a grill next to the house causing damage to the housing. They were already here when Ms. Medeiros arrived. Fire extinguishers should provide their own knowing that a grill can set on fire. Other homes with grills will be requested to get fire extinguishers. If you own a grill, you should have a fire extinguisher.

Chair Foster would like the issued addressed about multiple people using a few NHA grills, there may not be enough so he would like some tenant association comments. Ms. Medeiros will remove the grills being changed and being stored in the maintenance office.

RESOLUTION #2021-163

To approve the NHA Gas Grill Policy

Upon a motion duly made by Chair Foster as amended and seconded by Commissioner Bennett, it was approved by a vote of 5 in favor.

Needham Unites Against Racism Initiative (NUARI), they recommend that other boards sign up for it. It was adopted by the special town meeting unanimously.

RESOLUTION #2021-164

To approve and adopt the NUARI Vision Statement

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

Juneteenth 1965 has been adopted by Massachusetts as a State holiday. Ms. Medeiros believes this is great for the housing authority. It is not mandatory, so requires a vote by the board. Chair Foster recommends waiting until the next meeting to make this decision and take the vote. There are 12 holidays in the agreement.

3. Discussion & Approval: Minutes of NHA Board Meetings:

- 5/20/2021 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting

RESOLUTION #2021-166

To approve Minutes of the following Board Meetings:

- 4/15/2021 Regular NHA Board Meeting
- 4/15/2021 High Rock Homes LLC Board Meeting

Upon a motion duly made by Chair Foster and seconded by Commissioner Evans as amended, it was approved by a vote of 5 in favor.

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

- Proposed new monthly reports.

Mrs. Kirk questioned "If the Wi-Fi was working in the community room"? Ms. Medeiros explained it is working and she updated it to high speed. She also brought up the parking stickers and what needs to be changed regarding the logo.

Hopkinton Housing Authority is excepting proposals and Ms. Medeiros planned on sending a proposal to manage their site. They have a full staff, so it is over seeing and making sure they stay on top of things. They are looking for an ED stationed or a management proposal. Mrs. Evans expresses her concern of being over-whelmed by adding management of another housing authority. Ms. Bennett and Mrs. Kirk expressed the same concern.

Ms. Medeiros proposes to provide the rent collection and debt and keep an eye on it as Covid-19 restrictions releases. Chair Foster suggest to start issuing the reports and compare them month to month. Mrs. Kirk expressed concern about the accuracy. Chair Foster asked the board if they would like this included monthly in which they believe it is useful, but may not be precise however, if comes from the books. Chair Foster will have Ms. Medeiros confirm the report is accurate. Mr. Scheideler pondered if rent assistance would help the authority, but it was

proposed at first the authority would not need it. Mrs. Evans believes the report is important and appreciates Ms. Medeiros efforts.

5. Approval: NHA Bill/Check Warrant

RESOLUTION #2020-167

To approve payment of the bill roll/check roll listed on the Warrant dated May 20, 2021, in the amount of \$339,280.26 as follows:

Section 8: 113 vouchers	\$ 135,829.00
Payroll checks (4/15/2020) #502060-502074	\$ 11,333.78
Payroll checks (4/22/2020) #502075-502095	\$ 13,524.30
Payroll checks (3/28/2021) #502096-502108	\$ 10,312.69
Payroll checks (5/5/2021) #5020109-502124	\$ 11,858.70
Payroll checks (5/12/2021) #502125-502138	\$ 11,476.48
A/P Checks 1 st batch (4/29/2021) #33442-#33480	\$ 88,466.29
A/P Checks 2 nd batch (5/12/2021) #33483-#33519	\$ 56,282.02

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

6. Approval: HRH LLC Bill/Check Warrant

RESOLUTION #

To approve payment of the bill roll/check roll listed on the Warrant dated May 20, 2021 in the amount of \$29,888.55 as follows:

A/P Checks (4/30/2020) #3130-3134	\$ 12,219.66
A/P Checks (5/12/2020) #3135-3137	\$ 17,668.89

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

7. Approval: Slates for New Positions

Chair Foster would like to remain Chair because he has the time and is confident in his knowledge of legal issues going on with the authority. Vice Chair will become Mrs. Evans and Mr. Scheideler, or Mrs. Kirk will be treasurer.

Ms. Bennett recommends Mrs. Kirk as Vice Chair; however, Mr. Scheideler points out the Mrs. Evans should be Vice Chair because of her knowledge of the law.

Upon a motion duly made by Mr. Scheideler for Reg Foster as Chair, Eleanor Evans as Vice Chair and Ed Scheideler as Treasurer it was approved by a vote of 5 in favor.

Mrs. Kirk would like to see if anyone is interested such as Ms. Bennett in her CPC position. Chair Foster asked, "If anyone else is interested"? He would like to hold off on voting until the position is explained to Ms. Bennett.

8. Information: Nominee on Council of Aging

Chair Foster went to look to see if they were still meeting, he went looking for minutes but did not see any recent ones, so he questioned if there were even meeting. Sandra Prin was the nominee, but no one has been in touch with her so Chair Foster and Ms. Medeiros will look further into that.

9. Approval: Officers to sign checks

RESOLUTION #2021-157

To approve Ms. Bennett as being capable of signing checks and any 2 commissioners can be selected.

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

Mrs. Evans suggested a new time of 7:15pm moving forward as she is going back to work. Chair Foster, Mrs. Kirk and Mr. Scheideler are flexible, Ms. Bennett stated it was on the late side. Maybe there is different day with more flexibility. Since Mrs. Evans is unsure, next month's meeting will be at 6:00pm.

10. Information: Bylaw of Annual Report by Executive Director

Mrs. Evans stated she was the 4-year term and Mr. Scheideler was the 5-year term which needs to be corrected.

Motion to adjourn into executive session by Chair Foster and seconded by Commissioner Bennett, it was approved by a vote of 5 in favor.

UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES

Thursday July. 15, 2021	6:00pm	Regular Meetings	Community Room
Thursday Aug. 19, 2021	6:00pm	Regular Meetings	Community Room
Thursday Sep. 16, 2021	6:00pm	Regular Meetings	Community Room
Thursday Oct. 21, 2021	6:00pm	Regular Meetings	Community Room
Thursday Nov. 18, 2021	6:00pm	Regular Meetings	Community Room
Thursday Dec. 16, 2021	6:00pm	Regular Meetings	Community Room