

REGULAR NHA BOARD & HRH LLC MEETINGS

Thursday, April 18, 2024, 7:00 PM

MINUTES

COMMISSIONERS PRESENT:

Reginald C. Foster, Chair
Janice Bennett, Commissioner (remote)
Ed Scheideler, Treasurer
Penny Kirk, Commissioner
Jim Flanagan, Commissioner (remote)

NHA STAFF PRESENT:

Cheryl Gosmon, Exec. Director
Margarita Morales, Asst. Exec. Director (remote)

Chair Foster called the meeting to order at 7:00 pm. He called the roll of Commissioners with all reporting present on Thursday, April 18, 2024, for the Needham Housing Authority (NHA) Special Board meeting. He stated that adequate notice of this meeting had been provided by the Secretary of the NHA by preparing a Public Notice dated April 10, 2024, 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 people requesting it.

AGENDA

REGULAR NHA BOARD & HRH LLC MEETINGS

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 Comments

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Welcome and Introduction – New NHA Commissioner

B. Review & Approve:

- | | |
|--|--------------|
| 1. NHA Bill Schedule/Check Warrant | \$776,374.35 |
| 2. HRH LLC Bill Schedule/Check Warrant | \$55,199.55 |

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve the NHA Bill Schedule/Check Warrant \$776,374.35.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Scheideler to approve the HRH LLC Bill Schedule/Check Warrant \$55,199.55.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

C. Review & Approve -- Board Meeting Minutes

1. NHA Monthly Meeting – 3-19-24

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve 3-19-24 NHA Board meeting Minutes.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

D. Information and Discussion: CORI Policy

E. Review and Approve Executive Director Salary

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to reconsider the vote of the increase of the salary for Executive Director from 5% to 7% retroactive to January 1, 2024.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

F. Accept Donation from Needham Bank

1. **Needham Bank \$4,000.00**

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to accept and approve the Needham Bank grant for \$4,000.00.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

G. Information & Discussion: Executive Director's Report

1. Monthly Financial Report – March 2024
2. Monthly Management Report
3. Waiting List Report
4. Staffing Update
5. Community Room and Shared Place Policy – Placeholder
6. Initiative to take HRH LLC Management back In-house – Placeholder
7. Resident Service Coordinator Quarterly Report
8. Family Self-Sufficiency Coordinator Report
9. Resident Opportunity Self-sufficiency Coordinator Report
10. Tenant Accounts Receivable - Update
11. Staffing Update
12. Any other issues/updates of NHA

H. Status Updates – Preservation & Redevelopment Initiative (PRI) (R. Foster)

1. Linden/Chambers Redevelopment Project
2. Seabeds/Cook Preservation & Modernization Project
3. Development Partner RFP
 - Review: Chapter 30B-compliant competitive procurement process
 - Approve: Chapter 30B Process Consultant

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett for the NHA Board of Commissioners to approve Peregrine Consulting Group LLC as NHA's chapter 30 B process consultants to assist NHA in effectuating a competitive search process to procure the developer partner for the Linden Street Redevelopment project and to authorize the NHA Executive Director to finalize and execute an engagement letter to hire them. To indicate that a ceiling contract of not more than \$10,000 without coming back to the board.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

- Discuss: Appointment of Selection Committee
4. Report on PRI-related matters considered by Town Boards and Committees

- May 6, 2024, Town meeting Warrant Articles
5. CHA Monthly Report – Questions?
 6. PRI Budget Update

I. Status Updates – Internal Initiatives

1. Paving Project at SBW/CRCO Update
2. Linden/Chambers – Placeholder
3. Unit 42 – CRCO
4. Cooks Afterschool Program
 - Update
 - **Review and vote:** Mission Statement
5. Rules and Responsibilities Playbook – Ed Scheideler

J. New Business

1. Status Update - NHA 2024 State Capital Improvement Plan
2. Date of NHA May 2024 Regular Meeting & Annual Meeting

K. Adjournment of the Regular NHA & HRH LLC Meetings

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Flanagan to adjourn the meeting.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; and Commissioner Bennett votes aye.

The motion carried. The vote was unanimous, 5-0.

Respectfully submitted by,

Margarita Morales

Next NHA Board Meeting Dates:

Thurs. May 9, 2024 @ 5:00 PM		Annual NHA Board & HRH Meeting
Thurs. June 20, 2024 @ 5:00 PM		Regular NHA Board & HRH Meeting
Thurs. July 18, 2024 @ 5:00 PM		Regular NHA Board & HRH Meeting