

**NEEDHAM HOUSING AUTHORITY
HIGH ROCK HOMES, LLC
BOARD MEETINGS
MINUTES**

Thursday, May 18, 2023

COMMISSIONERS PRESENT:

Reginald C. Foster, Chair
Eleanor Evans, Vice-Chair
Ed Scheideler, Treasurer
Penny Kirk, Commissioner

NHA STAFF PRESENT:

Cheryl Gosmon, Exec. Director
Nayda Sanchez, Leasing & Occupancy
Steve Merritt, Consultant

ABSENT: Janice Bennett, Commissioner

GUEST: Margaret Moran, Deputy Director of Development, CHA

This is a Hybrid meeting. Chairman Foster called the meeting to order at 7:39 pm. He called the roll of Commissioners with all reporting present on Thursday, May 18, 2023, for the Needham Housing Authority (NHA) and High Rock Homes (HRH) LLC Regular Board meeting. He noted that adequate notice of this meeting has been provided by the Secretary of the NHA by preparing a Public Notice dated May 12, 2023, 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.

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Announcements from the Chairman:

Chair Foster Announced that with Board approval, he would like to take Agenda Item E, #5 Developer Partner Recommendation Memorandum out of order to be discussed after Resident Input.

Resident/Community Input:

Sue Biasizzo reported that things are not going well in terms of resident organization membership. She stated that she has reached out to the Massachusetts Union of Public Housing Tenants (MUPHT) for help with this matter. She noted that there is a Zoom meeting for residents on May 25, 2023. She noted that the Cooks Bridge Tenants Association did not send a representative to the MUPHT Annual Meeting.

Sue Biasizzo announced that a Resident Advisory Board (RAB) has been established. She stated that the RAB includes herself, Cindy Sabbagh, Carol Briggs, and Janice. She stated that the RAB met on Monday, May 8, 2023, and will meet again on Wednesday, May 31, 2023.

E. Status Updates and Approvals – Preservation & Redevelopment Initiative (PRI)

#5 Developer Partner Recommendation Memorandum – Discussion and Decision

Chair Foster invited Margaret Moran, Deputy Director of Development, CHA to present a report on this item.

Ms. Moran provided a refresher on the need to partner with a developer to move forward with the repositioning of Seabeds Way and Captain Robert Cook Drive. She noted that a key element of the NHA's financing plan is going to be the utilization of Low-Income Housing Tax Credits (LIHTC) as well as taking on private debt with some of the extra income that will come out of the federal repositioning.

Ms. Moran referred to the memo in the Board Packet from CHA to the NHA Board of Commissioners and Executive Director on the selection of a Developer Partner(s) for Needham Housing Repositioning and Redevelopment Activities. She stated that financial institutions that provide the capital to renovate and construct affordable housing rigorously review the capacity of development team members. She noted that as discussed at several Board training sessions over the past 18 months, the NHA does not have the financial or organizational strength and experience expected by the financial institutions, a prerequisite for proceeding with either the modernization of Seabeds Way and Captain Robert Cook or the redevelopment of Liden and Chambers without partnering with a developer.

Ms. Moran stated that the NHA needs a developer to meet the following funder requirements: Liquidity, Compliance Experience, and Operational Experience. Ms. Moran described four types of developers available to partner with the NHA: private for profit; private non-profit; non-profit community development corporation; and local housing authority. She described the pros and cons of the four types of non-profit developers that would be available to the NHA.

Ms. Moran summarized Developer Partner selection methods. Ms. Moran summarized next steps and potential schedule. A comprehensive discussion followed.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to authorize the Executive Director and Board Chair to enter into Term Sheet Negotiations with the Cambridge Housing Authority (CHA) and any other possible interested parties while simultaneously keeping the option open of partnering with one of the other private sector or non-profit sector potential Developer Partners.

Discussion: Commissioner Evans that the NHA Board start with putting together a Term Sheet with what the Board would like to see in a Term Sheet.

Chair Foster responded that the Board could create a structure and then make sure that has input on what the ideal Term Sheet should be.

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

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

The motion carried. The vote was unanimous, 4-0.

The NHA Board of Commissioners completed the following actions:

Review & Approval:

1. NHA Bill/Check Warrant

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve the check register listed on the Warrant dated May 18, 2023, in the amount of \$373,935.95.

Discussion: None.

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

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

The motion carried. The vote was unanimous, 4-0.

2. HRH LLC Bill/Check Warrant

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Scheideler to approve the High Rock Homes, LLC check register listed on the Warrant dated May 18, 2023, in the amount of \$44,164.55

Discussion: None

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

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

The motion carried. The vote was unanimous, 4-0.

3. Approve Change Order for Northeast Construction Kitchen Upgrade Project 689-1

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve the change order from Northeast Construction for the Kitchen Upgrade Project 689-1 in the amount of \$952.40.

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

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

The motion carried. The vote was unanimous, 4-0.

4. Appointment of Chery Gosmon as the NHA Chief Procurement Officer

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Scheideler that the NHA Board of Commissioners approve Executive Director Cheryl Gosmon as Chief Procurement Officer and authorize the Executive Director and the Chair to fill out the form, sign it and send it in to the Office of the Inspector General.

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

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

The motion carried. The vote was unanimous, 4-0.

5. Open Meeting Law Complaint

Chair Foster noted that the NHA is on the 14th day after the Open Meeting Complaint was filed. Chair Foster stated that the Board needs to review the complaint. Chair Foster read the substance of the complaint. He noted that Ms. Gosmon has looked into to this and has been told by the NHA Attorney that we are not in violation of the Open Meeting Law. He added that he and Ms. Gosmon will prepare a response to capture what was alleged and what really happened.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to delegate to the Chair and Executive Director the responsibility for responding to this Open Meeting Complaint.

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

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

The motion carried. The vote was unanimous, 4-0.

A general discussion ensued on scheduling a Special Board Meeting to complete the agenda items for the May 18, 2023, NHA & HRH LLC Board Meeting and NHA Annual Meeting.

6. Adjournment

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to adjourn the NHA and HRH LLC Board meeting at 10:10 pm.

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

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

The motion carried. The vote was unanimous, 4-0.

Respectfully Submitted by:

Cheryl Gosmon

April 20, 2023