

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
& HIGH ROCK HOMES LLC MEETING
& ANNUAL MEETING
Thursday, May 9, 2024, 5:00 PM
MINUTES**

COMMISSIONERS PRESENT:

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

NHA STAFF PRESENT:

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

Chair Foster called the meeting to order at 5:00 pm. He called the roll of Commissioners with all reporting present on Thursday, May 9, 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 May 3, 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

Commissioner Foster introduced Commissioner Flanagan.

RESIDENT/COMMUNITY INPUT

Cook's Bridge Tenant Association
Residents/Community Comments

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

Welcome and Introduction – New NHA Commissioner

A. Review & Approve:

- | | |
|--|--------------|
| 1. NHA Bill Schedule/Check Warrant | \$576,374.35 |
| 2. HRH LLC Bill Schedule/Check Warrant | \$28,011.69 |

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve the NHA Bill Schedule/Check Warrant \$576,374.35.

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 Bennett and seconded by Commissioner Flanagan to approve the HRH LLC Bill Schedule/Check Warrant \$28,011.69.

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.

B. Review & Approve -- Board Meeting Minutes

1. 4/18/24 NHA & HRH LLC Meeting Minutes

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve 4/18/24 NHA/HRH LLC Regular 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.

C. Executive Director 2024 Salary

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to increase of the yearly salary for the Executive Director to \$104,463.00.

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.

D. Draft Admissions and Occupancy policy (ACOP) – Review

E. Review and Approve: CORI Policy – Deferred

F. Executive Director’s Report

1. Monthly Financial Report
2. Monthly Management Report
3. Any other issues/updates of NHA

G. Status Updates and Approvals – Preservation & Redevelopment Initiative (PRI) (R. Foster)

1. Linden/Chambers Redevelopment Project
 - Town Meeting Warrant Article
 - Project update
2. Developer Partner RFP
 - Status Update
 - Appointment of Evaluation Committee
3. Seabeds/Cook Preservation & Modernization Project
4. PRI Budget Update -
5. CHA Monthly Report - Questions?

H. Status Update – Internal Initiatives

1. Paving Project at SBW & CRCD – Update
2. Cook’s Afterschool Program - Update
3. Unit 42 – CRCD - Update

I. New Business

J. Adjournment of the Regular NHA & HRH LLC Meetings

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to Adjournment of the Regular NHA & HRH LLC Meetings

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.

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ANNUAL MEETING

Chair Foster called the meeting to order at 5:00 pm. He called the roll of Commissioners with all reporting present on Thursday, May 9, 2024, for the Needham Housing Authority (NHA) Annual meeting.

AGENDA

1. Annual Meeting call to order
2. Election of the 2024 Officers: Chair, Vice-Chair & Treasurer

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Kirk to elect Commissioner Foster as Chair, Commissioner Flanagan as Vice Chair and Commissioner Scheideler for Treasurer.

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.

3. Approval:
 - Renewal of Tenant-Commissioner Annual Waiver 4.

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve the annual waiver that Commissioner Bennett remain the Tenant Commissioner in the Tenant Commissioner seat.

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.

- Resolution authorizing that two Commissioners sign checks

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett pursuant to Article 2 Section 4 – that the checks for the NHA may be signed by any two commissioners.

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.

5. Information on NHA Appointees to: ,
 - Community Preservation Committee, Reg Foster
 - Council on Aging, [Ann DerMarderosian]
6. Presentation & Discussion: Annual Report by the Executive Director -Deferred
7. Adjournment of the Annual Meeting

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Kirk to Adjournment Annual 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 Scheduled NHA Board Meetings:

Thursday, June 20, 2024, 5:00 PM Seabeds Way Community Room Regular Monthly Meeting

Thursday, July 18, 2024, 5:00 PM Linden/Chambers Community Room Regular Monthly Meeting

Thursday, August 15, 2024, 5:00 PM Seabeds Way Community Room Regular Monthly Meeting