

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES
HIGH ROCK HOMES LLC MEETING MINUTES
May 21, 2020**

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

COMMISSIONERS:

Chair Scott Brightman
Vice-Chair Reg Foster
Treasurer Karen Hughey
Commissioner Peter Pingitore
Commissioner Penelope Kirk

NHA STAFF:

Angie Medeiros, Executive Director
Debra Tambeau, Resident Service Coordinator

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated May 18, 2020 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/DISCUSSION ITEMS:

1. Information & Discussion: Update on Covid-19 virus situation at NHA
2. Information & Discussion: Communications Improvements
 - New NHA Web site
 - Establish official NHA eMail addresses: Chair@, ViceChair@, Treasurer@, Commissioner[name1]@, Commissioner[name2]@needhamhousingauthority.org
3. Discussion & Update: Addressing the Needham DPH recommendations
4. Approval: Siding Project at Captain Robert Cook
5. Approval: Minutes of NHA Board Meetings:
 - 5/9/2020 Special Meeting
 - 4/23/2020 Regular Meeting
 - 2/20/2020 Executive Session
6. Approval: Bill/Check Warrant
7. Discussion: Proposal for bi-monthly warrant/check issuance process
8. Policy Updates
 - Status Update: New NHA Admissions and Continued Occupancy Policy
 - Discuss & Approve: Video Surveillance Policy
 - On Deck Circle: Pest Control Policy
9. Discussion: NHA Annual Meeting

- Scheduling
- Election of officers (Chair, Vice Chair & Treasurer)
- Delegation of check signing authority
- Appointment of CPC member

10. Information & Discussion: various items in the Executive Director's Report, Financial Report, Vacancy Report

Chair's Announcements:

Chef Mike Fucci, owner of local restaurant "Chef Mike's", donated meals to all low income and assisted living residents at the Needham Housing Authority. On behalf of the Board, Staff and residents, Mr. Foster thanked Chef Mike for his generosity.

Resident Issues and Comments:

Ilene Hoffman recommended giving a 24-hour notice in the future to help better coordinate delivery of the meals. Ms. Hoffman again recommended that the attendees of Zoom Board meeting be able to see and communicate with the other attendees. Ms. Hoffman recommended that the Resident Service Coordinator should be calling and checking in on all residents frequently. Ms. Medeiros commented that as a matter of available time, this was not doable. , but Mrs. Tambeau is calling and checking in as much as possible. Ms. Hoffman presented her concerns about a broken picnic bench, she believes it has many benefits but that it could collapse as people are still sitting on it. The bench is in front of 28 Seabeds Way.

Ross Donald spoke, agreeing with Ms. Hoffman that the roster should be visible to everyone. Mr. Donald would like access to board meetings minutes and agendas before the meeting so he can be prepared for conversation. Mr. Donald would like a plan of finances, maintenance, etc. to make it more resident friendly. Mr. Donald would like to resume gardening however Ms. Medeiros reminded him we need to maintain social distancing and that she's discussing with Mrs. Tambeau ways to sustain distancing while opening to public.

Beth at Chambers St. read DHCD's letter about donating N95 masks and when they are being distributed. Mrs. Tambeau will add this info into the newsletter and robocall that residents can come to the office to pick up masks. Beth brought her concern of not getting robocalls, Ms. Medeiros suggested that any residents with this concern to call the office, so we can make sure the robocall system as the up-to-date contact information.

Sue Biasizzo asked if the board was still voting on the siding project for Captain Robert Cook Drive. Ms. Medeiros reported that the vote would not be tonight, since the project is being put out for more bids. She suggested having a resident be a liaison for when construction begins.

Helen Giragosian spoke to support Mr. Donald's point in relation to being provided with Board agendas in advance. She brought up that they used to put it up in the hallways on the

bulletin board, so it was more accessible to residents. She asked if it was posted in the community room, Ms. Medeiros stated it was not. She suggested a virtual resident meeting, Ms. Medeiros will further examine it.

AGENDA/DISCUSSION ITEMS:

1. Covid-19 Situation – Status Update

Ms. Medeiros said that there was nothing particularly new to report.

2. Communications Improvements:

New NHA Website

Ms. Medeiros stated that the new NHA website is almost ready to go live. Vice-chair Mr. Foster gave a presentation of the look-and-feel of the new website. Minutes and agendas will be posted to the website. Ms. Medeiros asked for input from the residents and Commissioners. Mrs. Kirk liked the look and the new pictures. Mr. Pingitore thinks it looks great and will provide comments along the way. Mr. Pingitore commented on Ms. Medeiros success during this pandemic and that he is proud of and confident in NHA.

Email Addresses

Each commissioner will get an official NHA email address which can be used for NHA business. The IT department ensured Ms. Medeiros it was easy to change out the emails as commissioners come and go.

3. Discussion & Update: Addressing the Needham DOH recommendations

The Needham Dept. of Health and Human Services did an assessment of the Needham Housing Authority between 2017-2019 and delivered us a report in January 2020. Over the past 3 months, Ms. Medeiros and NHA staff reviewed the report's findings and recommendations. Tonight she presented the proposed NHA action plan. Highlights include: we are looking for a new cleaning company and to will be doing some improvements to landscaping. Ms. Medeiros opened the floor to any questions. Mr. Pingitore asked about ongoing communications with the Board of Health. Ms. Medeiros has had occasions interactions. She plans to send the action plan to the Board of Health, include that the status of recommendations which have been addressed. Mrs. Tambeau commented that transportation is a problem for a lot of residents. She is working with the Board of Health to get a grant and survey the residents to see where they stand with accessibility to transportation.

4. Approval of Siding Project at Captain Robert Cook Drive

See resident input comment above.

5. Approval of past Board Meeting Minutes

The three sets of minutes include April 23, 2020, May 9, 2020, and February 20, 2020.

Mrs. Kirk would like the minutes of April 23rd to be revised to include her comments about Ms. Medeiros. After discussion, the other four Commissioners did not feel that a revision was necessary.

RESOLUTION #2020-87

A **MOTION** was made by Mr. Foster to approve May 9th and February 20th minutes, seconded by Mrs. Hughey. It passed unanimously.

RESOLUTION #2020-88

A **MOTION** was made by Mr. Foster, seconded by Mr. Pingitore to approve minutes for April 23rd. **VOTE: 4-1.** Mrs. Kirk opposed.

6. Check and Warrant \$283,262.22

RESOLUTION #2020-89

A **MOTION** was made by Mr. Foster to approve the warrant, seconded by Mrs. Hughey. It passed unanimously.

7. Policy Update Process

Ms. Medeiros reported that our consultant Jaime Berryman is sick and in the hospital, so we have yet to receive the final draft of the ACOP for review.

Ms. Medeiros presented the new surveillance and housekeeping policies. The state granted us money for security cameras to be installed, and a policy is needed to place cameras into service. The draft was written by Attorney Driscoll. Mr. Pingitore commented that the policies were well done.

A housekeeping policy needs to be in place because there're various issues cropy up involving hoarding and noncompliance with other housekeeping-related lease terms.

On deck for Board review in a future meeting is a smoking policy.

RESOLUTION #2020-90

A **MOTION** was made by Mr. Foster to approve the surveillance policy, seconded by Mrs. Hughey. It passed unanimously.

RESOLUTION #2020-91

A **MOTION** was made by Mr. Foster to approve the housekeeping policy, seconded by Mrs. Kirk. It passed unanimously.

8. Planning for the 2020 NHA Annual Meeting

Article 3 Section 2 of the NHA Bylaws requires the Board to have an Annual Meeting in May of each year. The main agenda item is to elect the new NHA Officers for the upcoming year. However, due to the delay in Town elections (because of Covid-19), the expected two newly elected NHA Commissioners will not be known until after May 26. Vice-Chair Foster proposed that we move the 2020 NHA Annual Meeting to June, as permitted by our Bylaws which state: “the annual meeting may be rescheduled to another date by resolution approved at any meeting of the authority in accordance with the requirement of open meeting law”.

For the postponed Annual Meeting, the Commissioners discussed whether to schedule a special meeting in early June, or to schedule it on the same day as our next regular board meeting, June 18, 2020. The Commissioners decided on the latter date.

RESOLUTION #2020-92

A MOTION was made by Mr. Foster to postpone the 2020 annual meeting of NHA for the purposes of electing new officers from May to June 18, 2020 to be held prior to the regular meeting, seconded by Mrs. Hughey. It passed unanimously.

9. Regular Monthly Reports

Ms. Medeiros reported that she’d received her Public Housing Manager Certification in the past month. Regarding using robocalls to report Covid-19 infections among residents, Ms. Medeiros spoke to DCHD who advised that we should not be using robocalls for this purpose. Meanwhile, NHA staff always takes all precautions, assuming that any resident they come in contact with could be infectious. Ms. Medeiros added Mrs. Garlick is trying to set up a testing site that would be accessible for NHA residents. Mrs. Kirk asked if there was a sign into our buildings, and Ms. Medeiros commented that this procedure was in place.

10. Next Board Meeting

Mr. Foster noted that the date/time for our next NHA Regular Board Meeting: Friday June 18, 2020 @ 6:30pm. It is assumed for now that this will be a Zoom virtual meeting.

A MOTION was made by Mrs. Hughey to adjourn the NHA Board of Commissioners Regular Meeting and seconded by Mr. Foster. It passed unanimously.

Vice Chair Foster called to order the meeting of the Board of the High Rock Home LLC. All Commissioners were present.

1. HRH LLC Check Roll and Warrant

One item on the agenda which is to approve the payment from the High Rock Homes LLC operation account totaling \$30,836.

RESOLUTION #HR2020-25

A **MOTION** was made by Mr. Foster to approve the payment, seconded by Mrs. Hughey. It passed unanimously.

A **MOTION** was made by Mr. Foster to adjourn the HRH LLC Board meeting, seconded by Mrs. Hughey. It passed unanimously.