

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
HIGH ROCK HOMES LLC MEETING**

Thursday December 16, 2021, 7:30 PM

www.zoom.us

Zoom Meeting ID: 891 2338 5486

***NOTE:** Under the June 2020 amendments to the Massachusetts Open Meeting Law G.L. c. 30A, s.20, the NHA Board of Commissioners as a “public body” may conduct this meeting on an in-person basis, a virtual basis, or on a hybrid bases (i. e., both in-person and virtual.) A meeting can be conducted on a virtual basis, “...provided that the public body shall ensure public access to the deliberations of the public body for interested member of the public through adequate, alternative means of public access.” It has been determined that streaming this meeting via Zoom meets the public access requirement, and accordingly the NHA Board of Commissioners will hold this meeting as a virtual meeting.*

**AN IN-PERSON MEETING WILL NOT TAKE PLACE AT A LOCATION
NORMALLY USED FOR NHA BOARD MEETINGS.**

To listen, view and participate on a virtual basis using your phone, computer, laptop, or tablet, a few minutes before the above date/time:

- ***[Browser access]* Use your browser to connect to www.zoom.us. On the Zoom home screen, click the “Join a Meeting” button (top right of the screen). Enter the Meeting ID number.**

OR

- ***[Install Zoom on laptop/desktop]* Click this link (or copy link into your browser): <https://us02web.zoom.us/j/89123385486>**

OR

- ***[Smartphone or tablet]* Download and install the “Zoom Cloud Meeting” app from the Apple or Android app store, or from <http://www.zoom.us/>. Open the Zoom app, click “Join” button and enter the Meeting ID number (see above).**

OR

- ***[Audio dial-in only]* Dial +1 669-900-9128 Enter the Zoom Meeting ID number (see above), followed by the # sign.**

ROLL CALL TO CONVENE THE MEETINGS

COMMISSIONERS:

Chair Reginald C. Foster
Vice Chair Eleanor Evans
Treasurer Ed Scheideler
Commissioner Penny Kirk
Commissioner Janice Bennett

NHA STAFF:

Angie Medeiros, Executive Director & Secretary

GUESTS:

Jonathan Driscoll, NHA General Counsel
Jeff Driscoll, MassNAHRO Trainer; Exec. Dir., Medford Housing Authority

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated December 10, 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 & HRH LLC BOARD MEETINGS

CHAIR’S ANNOUNCEMENTS (*matters that could not be reasonably anticipated in advance of the meeting*):

RESIDENT/TENANT INPUT:

AGENDA

A. Commissioner Scheideler’s and Commissioner Kirk’s proposed motions:

1. “To acknowledge the Board of Commissioners oversight and exit interview authority, per MGL c. 121B §7 as follows:

“From the NHA Human Resource Policy, remove the wording [from Article VIII, A.2 on page 14]): ‘the authority to hire all other personnel shall rest with the Executive Director, and replace that wording with:

‘the Board of Commissioners *may employ* counsel, *an executive director* who shall be ex officio secretary of the authority, a treasure who may be a member of the authority and such other officers, agents and employees as it deems necessary or proper, **and shall determine their qualifications, duties and compensation**, and may delegate to one or more if its members, agents or employees such powers determined upon by it. Reference MGL c. 121B, §7. The Board of Commissioners will retain the oversight and exit interview authority granted to the Board of Commissioners by the Massachusetts Legislature with MGL c. 121B §7.

‘The Board of Commissioners will delegate, to the Executive Director, the responsibility to perform all duties with regard to hiring staff’ ” (Scheideler - deferred from 11/18/2021 board meeting).

2. “To move that the Needham Housing Authority Board of Commissioners create an Exit Interview Committee to communicate with all departing staff.” (Scheideler 12/7/2021)
 3. “To direct the Board Chair to give written instruction from the Board [to the Executive Director] that the vacant position of Director/Manager for the After School Program, as described in the motion passed at the October Board meeting, be posted immediately.” (Scheideler 12/6/2021)
 4. To have two 1 ½ hour regular NHA Board meetings per month because we have not finished the agenda for the last several meetings. (Scheideler 12/4/2021)
 5. “To place Unit 42, Captain Robert Cook Drive, back online for rental purpose, with the following requirements:
 - a. The Needham Housing Authority administration staff will seek a new location vacating 28 Captain Robert Cook Drive, with the new location to be approved by the NHA Board of Commissioners
 - b. The Captain Cook Community Room will be moved from the current location, at #42, into the space currently occupied by the NHA administration staff, at 28 Captain Robert Cook Drive
 - c. The Captain Cook Community Room will continue to host the Cook's Bridge After School Program within the new location at 28 Captain Robert Cook Drive
 - d. All necessary improvements will be completed and is determined ready for occupancy before the Community Room is approved by the NHA Board of Commissioners
 - e. Unit #42 will not be placed online, for rental, until the Captain Cook Community Room, with the Cook's Bridge After School Program, is moved into the new location at 28 Captain Robert Cook Drive.” (Scheideler 12/1/2021)
 6. To reinstate the Resident Services Director’s monthly report (Kirk 11/2/2021)
 7. To start a monthly Grievance Process Status Report (Kirk 11/2/2021)
 8. To start a monthly Public Safety Officer Status Report (Kirk 11/2/2021)
- B. Status Update:
1. Housing Plan Working Group (Scheideler)
 2. Community Planning Committee (Foster)
 3. Modernization & Redevelopment Initiative Update (Foster)
- C. Review & Approval:
1. 11/18/2021 Minutes of the NHA Regular Board Meeting
 2. 11/3/2021 & 11/8/2021 NHA Special Board Meetings – Federal Property Repositioning
- D. Status Update:
1. Freeze on Transfers unless an emergency case
 2. After School Program Reboot
 3. NHA Office Relocation
 4. Annual Resident Survey (including survey info submitted by EJM)
- E. Discussion & Approval: Board Procedure Improvements
1. Guidelines for Proposing new agenda items & motions
 2. Adoption of Roberts Rules of Order
- F. Presentation & Discussion: Executive Director 2021 Annual Performance Review & 2021 Goal Evaluation

- G. Information & Discussion: Executive Director’s Report, Financial Report, Vacancy Report, Workorder Report.
- H. Approval: NHA Bill/Check Warrant
- I. Approval: HRH LLC Bill/Check Warrant
- J. Adjournment

RESOLUTION #2021-190

To approve Minutes of the November 3, 8 & 18, 2021 NHA Board meetings.

Upon a motion duly made by Commissioner ___ and seconded by Commissioner ___, it was (approved/disapproved) by a vote of (___ in favor, ___ against and ___ abstaining).

RESOLUTION #2021-191

To approve payment of the bill roll/check roll listed on the Warrant dated December 16, 2021, in the amount of \$ 528,453.19 as follows:

Section 8: 118 vouchers	\$ <u>148,625.00</u>
Payroll checks (11/3/2021) #502456-502469	\$ <u>11,204.24</u>
Payroll checks (11/10/2021) #502470-502482	\$ <u>11,807.80</u>
Payroll checks (11/17/2021) #502483-502495	\$ <u>11,358.44</u>
Payroll checks (11/24/2021) #502496-502508	\$ <u>11,342.54</u>
Payroll checks (12/1/2021) #502509-502522	\$ <u>11,166.41</u>
Payroll checks (12/8/2021) #502523-502535	\$ <u>10,427.41</u>
A/P Checks (11/29/2021) #33834-#33897	\$ <u>138,861.20</u>
A/P Checks 2 nd batch (12/9/2021) #33898-#33938	\$ <u>173,660.15</u>

Upon a motion duly made by Commissioner ___ and seconded by Commissioner ___, it was (approved/disapproved) by a vote of (___ in favor, ___ against and ___ abstaining).

RESOLUTION #HRH2021-41

To approve payment of the bill roll/check roll listed on the Warrant dated December 16, 2021, in the amount of \$ 15,827.36 as follows:

A/P Checks Ck#3196-3199 (11/29/2021) #3189-3199	\$ <u>8,829.41</u>
2 nd Batch A/P Checks Ck#3200-3204 (12/9/2021) #3200-3204	\$ <u>6,997.95</u>

Upon a motion duly made by Commissioner ___ and seconded by Commissioner ___, it was (approved/disapproved) by a vote of (___ in favor, ___ against and ___ abstaining).

MOTION TO ADJOURN

UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES :

Thursday January 20, 2022,	7:30pm	Regular Meetings	Zoom Virtual Meeting
Thursday February 17, 2022	7:30pm	Regular Meetings	Zoom Virtual Meeting
Thursday March 17, 2022	7:30pm	Regular Meetings	Zoom Virtual Meeting