

**NEEDHAM HOUSING AUTHORITY  
SPECIAL BOARD MEETING MINUTES**

**Tuesday, May 2, 2023**

**COMMISSIONERS PRESENT:**

Reginald C. Foster, Chair (remote)  
Eleanor Evans, Vice-Chair (remote)  
Ed Scheideler, Treasurer (remote)  
Penny Kirk, Commissioner (remote)  
Janice Bennett, Commissioner (remote)

**NHA STAFF PRESENT:**

Cheryl Gosmon, ED (remote)  
Nayda Sanchez, Leasing and Occupancy  
Stephen Merritt, Consultant

**GUEST:** Nathalie Janson, Senior Project Manager, Cambridge Housing Authority

Chair Foster called the meeting to order at 4:00 pm. He called the roll of Commissioners with all reporting present on Tuesday, May 2, 2023, 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 28, 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 CHAIR:**

**(Including matters that could not be reasonably anticipated in advance of the meeting)**

Chair Foster summarized the purpose of the meeting and welcomed Nathalie Janson. Chair Foster invited Ms. Janson to present the draft Seabeds/Cook A/E Designer Services RFP.

**A. Approve the Issuance of the Seabeds/Cook A/E Designer Services RFP**

Ms. Janson presented a summary of the Seabeds/Cook A/E Designer Services RFP. She noted that the RFP includes master planning to add future units on the site. A comprehensive discussion followed.

**Motion and Vote**

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to

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.**

**B. Adjournment**

**Motion and Vote**

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to adjourn the NHA Special Board Meeting on May 2, 2023, at approximately 4:25 pm.

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.**

Respectfully Submitted by:

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Cheryl Gosmon  
April 27, 2023