

**NEEDHAM HOUSING AUTHORITY**

**SPECIAL BOARD MEETING  
MINUTES**

**Tuesday, November 22, 2022**

**COMMISSIONERS PRESENT:**

Reginald C. Foster, Chair  
Eleanor Evans, Vice-Chair  
Ed Scheideler, Treasurer  
Janice Bennett, Commissioner –  
(Commissioner Bennett joined the meeting after the roll call of commissioners)  
Penny Kirk, Commissioner

**NHA STAFF PRESENT:**

Steve Merritt, Interim Executive Director  
& Secretary  
Cheryl Gosmon, Assistant Executive  
Director

This is a Virtual Zoom meeting. Chair Foster called the meeting to order at 1:00 pm and called the roll of Commissioners with all reporting present at the November 22, 2022, NHA Special Board meeting. Chair Foster stated that adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated November 18, 2022, 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. Chair Foster noted that the meeting is being recorded.

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**New Business:**

**1. Board Award Resolution**

A & E Design contract with Andrew Ferentinos Architecture, LLC for schematic design, construction documents, bidding and award phase, and construction administration of roofing for seven buildings at Captain Robert Cook Drive. Total Basic Services - \$34,534.

**Motion and Vote**

Upon a motion duly made by Commissioner Evans and seconded by Commissioner Kirk to award A & E Design Contract to Ferentinos Architecture, LLC in the amount of \$34,534.00

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

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

**The motion carried. The vote was unanimous 5-0.**

**2. Adoption of Utility Allowances for FY2023 Public Housing and Section 8 Housing Choice Voucher Program**

A brief discussion followed on the Housing Choice Vouchers in Needham.

**Motion and Vote**

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to approve the FY2023 Utility Allowances for Public Housing and Section 8 Housing.

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

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

**The motion carried. The vote was unanimous 5-0.**

### **3. Adjournment**

#### **Motion and Vote**

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Evans to adjourn the NHA Special Board meeting of November 22, 2022, at 1:21 pm.

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

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

**The motion carried. The vote was unanimous 5-0.**

Respectfully Submitted by:

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Cheryl Gosmon  
December 15, 2022