

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
HIGH ROCK HOMES LLC MEETING
Thursday March 18, 2021 6:00PM**

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

ROLL CALL TO CONVENE THE MEETINGS

COMMISSIONERS PRESENT:

Chair Reginald C. Foster

Treasurer Eleanor Evans

Commissioner Penny Kirk

Commissioner Ed Scheideler

ABSENT: Vice Chair Karen Hughey

NHA STAFF PRESENT:

Angie Medeiros, Executive Director

Deb Tambaeu, Resident Services

Chair Foster declared that a quorum was present, and that adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated March 16, 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.

AGENDA – REGULAR NHA BOARD & HRH LLC MEETINGS

CHAIR’S ANNOUNCEMENTS:

Ms. Medeiros ran into some challenges that prevented her from getting the Board packet out by COB the prior Friday. Chair Foster noted some inaccuracies in the packet table of contents, and suggested Mr. Medeiros issue a corrected table of contents.

Chair Foster noted that he took the Mass. NAHRO Legal Elements Board Member Certification training course and thought it was very good. He next plans to take the Finance course on April 10. He reminded the Board of our goal for each Board member to complete all five courses by the end of 2021.

DISCUSSION/APPROVAL ITEMS:

1. Status Update: Covid-19

Mrs. Tambaue confirmed the covid vaccination clinic took place for residents of age 65 and up, and about a total of 80 residents showed up. Mrs. Tambaue was also able to go with the Health Director of DPH into Resident's homes. Everything went well and was successful. Appointments have been set up for the next clinic scheduled for April 3rd, 2021.

On a semi-related note, Ms. Medeiros has been able to activate Wi-Fi at the Seabeds Way community room.

2. Status Update: New legal requirement for Tenant-Commissioner Board Member

Chair Foster summarized that in January 2021 the Mass. General Court passed laws for to implement a 2014 mandate that at least one NHA board member be a NHA tenant or Section 8 voucher recipient. After May 15, 2021, all towns must designate and convert one of the Town-elected NHA commissioner positions to become a Select Board appointed position. The Select Board makes appointment from nominations submitted by NHA tenant associations.

3. Status Update: CPA Public Hearing on proposal to increase annual community housing appropriations from 11% to 22%\

Commissioner Penny Kirk (NHA's rep to the CPC) and Chair Foster updated the Board on the status of this initiative. There is a proposal that the CPA funds be increased from 11% to 22%. Money from CPA comes in every year, money must be set aside for community housing. Having money saved for community housing is important for upcoming projects. In the NHA Facilities Master Plan. The CPC and Finance Committee appear to support the proposal. The next steps are the approval by the Select Board of the proposal as a warrant article and consideration by town meeting members at the upcoming May 5, 2021 Town Meeting.

4. Status Update: Proposed 4/15/21 LWV Forum on Needham Affordable Housing

Chair Foster announced that the LWV had postponed this forum until the Fall.

5. Discussion & Approval: Chamber's Door Replacement Project

Ms. Medeiros reported that final payment on door project for the new doors at Chambers. All work is completed to NHA's satisfaction. Ms. Medeiros recommends that the Board approve the final payment to the contractor.

RESOLUTION #2021-151

To approve the final payment.

Upon a motion duly by Chair Foster and seconded by Mrs. Evans, it was unanimously *approved* by vote of 4-0 in favor.

RESOLUTION #2021-152

To approve final payment for siding project at CRC Dr. Mrs. Kirk asked confirmed that they took care of the siding in the worst condition as allowed for budget. Ms. Medeiros will add it to the 5-year plan.

Upon a motion duly by Chair Foster and seconded by Mr. Scheideler, it was approved by vote of 4 in favor (Karen Hughey absent.)

6. Discussion & Approval: Minutes of NHA Board Meetings:
 - 1/21/2021 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting
 - 2/18/2021 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting

Chair Foster asked if there were any additions or corrections to the draft minutes. There were none.

RESOLUTION #2021-153

To approve minutes for 1/21/2021 & 2/18/2021 Regular Board Meetings.

Upon a motion duly by Chair Foster and seconded by Mrs. Kirk, it was unanimously approved by vote of 4-0 in favor. (Karen Hughey absent.)

7. Information & Discussion: Executive Director's Report, Financial Report, Vacancy Report

Ms. Medeiros announced that she's completed MCPPO, Massachusetts Certified Purchasing Official Program. Mrs. Kirk suggested Ms. Medeiros inform Needham Times for some PR. Mrs. Kirk also recommended consideration of an employee-of-the-quarter recognition award and to be published in the two towns papers.

Mr. Scheideler questioned the large number of vacant units and asked for a status update. Ms. Medeiros noted that the large number had been caused by a DHCD freeze during last year's audit, and that the investigation has been concluded and the freeze has been lifted. Ms. Medeiros is hoping to have all vacant units occupied by the end of April. She also outlined the lengthy process needed to fill each vacant unit, which gets in the way of filling them quickly.

Chair Foster questioned why there is under spending for the Matthews House and other properties by maintenance. Section 8 is over budgeted; there is a new employee who has taken over Section 8 and will be starting to write checks out to landlords.

8. Approval: NHA Bill/Check Warrant

RESOLUTION #2021-154

To approve check warrant dated March 18, 2021. \$358,507.52

Upon a motion duly by Chair Foster and seconded by Mr. Scheideler, it was unanimously approved by vote of 4-0 in favor. (Karen Hughey absent.)

9. Approval: HRH LLC Bill/Check Warrant

RESOLUTION #2021-155

To approve check warrant dated March 18, 2021 for \$42,283.09.

Upon a motion duly by Chair Foster and seconded by Mr. Scheideler it was unanimously approved by vote of 4-0 in favor. (Karen Hughey absent.)

Upon a motion duly made to adjourn the meeting by Mrs. Kirk and seconded by Mr. Scheideler, it was unanimously approved by vote of 4-0 in favor. (Karen Hughey absent.)

UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES

April 15, 2021 6:00 PM Regular Meetings Zoom Virtual Meetings