

**NEEDHAM HOUSING AUTHORITY
HIGH ROCK HOMES, LLC**

**BOARD MEETINGS
MINUTES**

Tuesday, February 15, 2024, 2:00 PM

COMMISSIONERS PRESENT:

Reginald C. Foster, Chair (remote)
Eleanor Evans, Vice-Chair (remote)

NHA STAFF PRESENT:

Cheryl Gosmon, Exec. Director (remote)
Margarita Morales, Asst. Exec. Director (remote)

Ed Scheideler, Treasurer (remote)
Penny Kirk, Commissioner (remote)
Janice Bennett, Commissioner (remote)

GUEST: No guests:

This was a Hybrid meeting. Chair Foster called the meeting to order at 5:00 p.m. He called the roll of Commissioners with all reporting present on Tuesday, February 15, 2024, for the Needham Housing Authority (NHA) and High Rock Homes (HRH) LLC Regular Board meeting. He noted that the Secretary of the NHA provided adequate notice of this meeting by preparing a Public Notice dated February, 12, 2024, 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.

AGENDA

REGULAR NHA BOARD & HRH LLC MEETINGS

ANNOUNCEMENTS FROM THE CHAIR

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

Due to time constraints some items on the agenda were not discussed.

RESIDENT/COMMUNITY INPUT

Cook's Bridge Tenant Association

Residents/Community Comments

Sue Biazisso- resident leader had a meeting with Cheryl Gosmon, Executive Director, and Mass Union, Ben Echevarria to discuss tenant organizing. Commissioner Bennett, Cheryl and Sue spoke about Resident Advisory Boards. Tenant participation occurs when a five-year plan is prepared.

Ross Donald announced the work on tenants organizing seems to be going well.

Dates are scheduled to complete the nominations.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant \$ 448,644.62

Motion and Vote

2. Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to approve the NHA Bill Schedule/Check Warrant\$ 448,644.62.

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.

3. HRH LLC Bill Schedule/Check Warrant \$ 28,516.33

Motion and Vote

4. Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to approve the HRH LLC Bill Schedule/Check Warrant \$28,516.33.

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. Review & Approve -- Board Meeting Minutes

1. NHA Special Meeting – 10-30-23
2. NHA Monthly Meeting – 1-18-24

Motion and Vote

Upon a motion duly made by Commissioner Evans and seconded by Commissioner Kirk to approve the fiscal year 2025, CPA funding application which will be submitted by tomorrow to the CPC for consideration.

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.

C. Review & Approve –

1. Certificate of Final Completion – Northeast Construction

Motion and Vote

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Bennett to approve the Certificate of Final Completion – Northeast Construction.

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.

2. Certificate of Final Completion – Laracey Contractors- Withdrawn from going forward for a board vote until required notarized statement are included.

D. Information & Discussion: Executive Director’s Report

1. Monthly Financial Report – January 2024
2. Monthly Management Report
3. Waiting List Report
4. Tenant Accounts Receivable Project
5. Staffing Update
6. Proposed 2024 ED Goals
7. Community Room and Shared Spaces Policy – Placeholder
8. Initiative to take HRH LLC Management back In-house – Placeholder

9. Any other issues/updates of NHA

E. Status Updates – Preservation & Redevelopment Initiative (PRI) (R. Foster)

1. Linden/Chambers Redevelopment Project
 - Review and Approve the Linden Street Bridge Conveyance Request
2. Seabeds/Cook Preservation & Modernization Project
3. Development Partner Negotiation
 - a. New Board Training Date(s)
No new dates have been set for Board Trainings.
 - b. Additional Business Terms Consultant

4. Report on Presentations to Town Boards and Committees
5. CHA Monthly Report – Questions?
6. PRI Budget Update

Commissioner Foster reviewed:

Summary – NHA 2025 Capital Funding Plan Amendment

Motion and Vote

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Bennett to approve the NHA 2025 Capital Funding Plan Amendment.

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.

F. Status Updates – Internal Initiatives

1. Paving Project at SBW/CRCO and Linden/Chambers – Placeholder
2. Unit 42 – CRCO

Cheryl Gosmon, Executive Director explained in detail the completion of the work done in unity 42 CRCO and how it is finally ready for housing a family.

3. Cook’s Afterschool Program

Cheryl Gosmon, Executive Director, will be hiring a Program Manager. The superintendent of the school’s human resource office will help to get someone to fill the position. The students from Babson and Nobles will continue to tutor. A temporary person is serving to oversee the Afterschool Program. A plan will be put to go door to door knocking to recruit more participants. The enrollment will hopefully improve. The superintendent of schools is supportive to Cooks Afterschool Program.

G. New Business –

Review & approve—

1. 2024-2026 Collective Bargaining Agreement with the Mass. Public Employees Council, Public Employees Council, Public Employees Local Union 272, Labors’ International Union of North America, AFL-CIO

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve the Collective Bargaining Agreement.

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.

2. MCAD Complaint was filed against NHA by a former employee.

Attorney Jim Pender gave a general review of the procedures.

NHA will file a position statement to be filed.

The Investigatory Conference will be held July 11 at MCAD at 10:30 AM to talk about the case generally.

3. Public Housing Assessment Systems (PHAS) Score Report for Interim

4. Review & Approve – Executive Director Interim Goal Evaluation, Personnel Evaluation and Salary Review

Evaluation has been postponed until all the evaluations have been gathered.

Cheryl Gosmon, Executive Director, spoke about her future goals as Executive Director for Needham Housing Authority.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to Adjournment of the Regular NHA & HRH LLC Meetings.

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: February 15, 2024

