

**NEEDHAM HOUSING AUTHORITY
HIGH ROCK HOMES, LLC
BOARD MEETINGS
MINUTES**

Thursday, June 1, 2023

(Continuation of the May 18, 2023, NHA & HRH LLC Board Meetings & Annual Meeting)

COMMISSIONERS PRESENT:

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

NHA STAFF PRESENT:

Cheryl Gosmon, Exec. Director
Nayda Sanchez, Leasing (remote)

This is a Hybrid meeting. Chairman Foster called the meeting to order at 1:39 pm. He called the roll of Commissioners with all reporting present on Thursday, June 1, 2023, 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 May 25, 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 Chairman:

Chair Foster Announced that this meeting is a continuation of the May 18, 2023, meeting. He noted that at the May 18th meeting, the Board spent the entire meeting discussing various developer partner recommendations from the Cambridge Housing Authority consulting team. He stated that the Board would continue with the Annual Meeting at the end of this agenda.

Resident/Community Input:

Carol Briggs commented that a Resident Advisory Board (RAB) has been established, and she is a member of the newly formed RAB.

Ross Donald asked about the May 18th agenda and whether items were dropped from that agenda. Chair Foster responded that the remaining items from the May 18th agenda are on the June 1st agenda. He added that nothing is being skipped that was on the agenda two weeks ago.

A. Review and Approve – Board Minutes

4/20/2023 NHA/HRH LLC Regular Board Meeting

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve the 4/20/2023 NHA & HRH LLC Regular Board Meeting as submitted.

Chairman 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. Information & Discussion: Executive Director's Report

1. Monthly Financial Report – April 2023
Ms. Gosmon presented the Monthly Financial Report from Milne, Shaw & Robillard, P.C., Certified Public Accountants/Management Consultants.
2. Monthly Management Report – Occupancy and Work Orders
Ms. Gosmon presented the Monthly Management Report. A brief discussion followed.
3. Laracy Electrical – Chambers/Intercom Replacement Panels
Ms. Gosmon provided an update on this item. She explained that there were two change orders processed, which the Board approved at the May 18, 2023, meeting, which was needed to move the project forward. She added that the project will continue, and the contractor is waiting for additional parts.
4. Public Participation at Board Meetings Policy – Informational Item
Ms. Gosmon noted that she had incorporated the Board's suggestions and added the changes to the policy. She noted that the Board approved the Public Participation at Board Meetings Policy at the April 20, 2023, NHA & HHR LLC Regular Board meetings subject to the inclusion of the changes.
5. ARPA Grants – Update
Ms. Gosmon clarified the ARPA Grants: ARPA Targeted Awards and ARPA Formula Funding (FF) Awards. She explained that the Targeted Award is for fire alarm replacement panels for the 667 state properties, and the Formula Funding is for the capital program for the 667 state programs.
6. NHA 5-Year PHA Plan for HUD – Update
Ms. Gosmon stated that a Resident Advisory Board (RAB) is in place. The RAB has met twice so far and is scheduled to meet again on June 8. The Board has been discussing and preparing the elements of the NHA Five-Year Plan.
7. Needham Housing Authority 75th Anniversary – Update
Ms. Gosmon noted that the Needham Housing Authority will celebrate its 75th Anniversary as a Public Housing Agency in Needham. She stated that a committee has been formed and is planning a celebration for October 2023.
8. Formation of a Resident Advisory Board (RAB) – Update
Ms. Gosmon recapped the previous discussion on the formation of a RAB.

9. Any other issues or updates of NHA
There were no additional updates on the NHA

C. Status Updates & Approval – Preservation and Redevelopment Initiatives (PRI)

1. Linden/Chambers Redevelopment Project
Chair Foster announced a delay in the Linden/Chambers Redevelopment project. He explained that this results from zoning challenges that will require Town Meeting action in the Spring of 2024. He stated that the state has only one funding round where money is awarded on a competitive basis per year, and the application for this is due in October of 2023. He added that because we don't have the zoning in place, it means a one-year delay in our schedule.

Chair Foster stated that the NHA is moving forward with design plans. He added that the BH+A team had delivered a 230-page conceptual design that is now being reviewed. Chair Foster shared and summarized the conceptual design. A brief discussion followed.

2. Seabeds/Cook Preservation & Modernization Project
Chair Foster reported that twenty people from twelve Architectural firms have participated in a walkthrough of the Seabeds Way and Captain Robert Cook Drive properties. RFPs are due mid-June. A designer selection committee has been formed and will interview the architectural firms.
3. Re-issue of Legal Services RFP
Chair Foster noted that the RFP for Legal Services will be reissued as soon as Margaret Moran and Nathalie Janson return from vacation.
4. PRI Budget update – Sources and Uses of Funds
Chair Foster provided a brief update on this item. He reported that the work to refine the sources and uses of funds continues, as well as tracking down the permissions needed to ensure we can tap into the funds that have been identified.
5. CHA Monthly Report
The CHA monthly report was submitted to the Board for their consideration. There were no comments or questions.

Chair Foster referred to the discussion on strategies for signing up a development partner. He mentioned that he met with her before Margaret Moran went on vacation to map out a plan, which would include a focus on the terms and conditions that the Board is looking for. He stated that this would be done in Executive Session at a subsequent meeting. He added that based on the Board's approval of going forward with the approach of partnering with CHA, Margaret Moran had initiated an internal process that is running now and will continue when she gets back to see what CHA terms and conditions will be in terms of their point of view as our development partner. A brief discussion followed.

D. Status Updates Internal Initiatives

1. Roofing Replacement Project at CRCD
Ms. Gosmon reported that the project will begin in a day or two.
2. Paving Project at SBW and CRCD
Ms. Gosmon reported that she has met with two civil engineers and has received quotes from them on the work to be performed.
3. Cook's Afterschool Program – Update
Ms. Gosmon reported that this program continues but is winding down for the end of the school.
4. Unit 42 CRCD – Update
Ms. Gosmon reported that she is working on scheduling the repairs needed to bring this unit back online. She added that she is meeting with a plumber and a general contractor and obtaining quotes from them on the required work.

E. New Business

1. Draft Family Self-Sufficiency (FSS) Admin Plan
Ms. Gosmon reported on this item. She thanked Commissioner Scheideler for preparing a list of acronyms related to the Admin Plan. She noted that this list will be added to the plan. Ms. Gosmon stated that HUD has approved the FSS Admin Plan.

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve the NHA Family Self-Sufficiency Admin Plan as submitted.

Chairman 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. Executive Director Goals
Chair Foster asked the commissioners to express their thoughts on what should be in the Executive Director's goal statement between now and the end of the year. Chair Foster reminded the Board that the end of Ms. Gosmon's first year of employment contract must coincide with the end of the NHA's fiscal year, which will be December 2024. He stated that what has been done in the past is not just to have one twenty-month set of goals but two nine months set of goals, one between now and the end of the year. We would then evaluate and give Ms. Gosmon feedback and a new set for February through the end of next year. A brief discussion followed. Ms. Gosmon will work with Cynthia Howe to develop the Executive Director's Goals.
3. High Rock Homes LLC Draft 2022 Audit Report
Chair Foster led the discussion on this item. He asked the Board to consider whether or not to meet with the Auditor at a subsequent Board meeting.

F. Adjournment of the Regular NHA & HRH Board Meetings

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to adjourn the NHA & HRH Regular Board Meeting and to enter into the NHA Annual Meeting.

Chairman 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.

NHA 2023 ANNUAL MEETING MINUTES

1. Annual Meeting Call to Order

Chair Foster called the Annual Meeting to order at 3:08 pm.

2. Election of 2023 Officers: Chair, Vice-Chair, Treasurer

Motion and Vote

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Bennett to nominate Reg Foster as Chair, Eleanor Evans as Vice-Chair and Ed Scheideler as Treasurer.

Chairman 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. Approval Renewal of Tenant Commissioner Annual Waiver

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to renew the annual waiver and approve Janice Bennett as the Tenant Commissioner.

Chairman 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.

4. Approval: Resolution authorization that any two Commissioners can sign checks

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Scheideler to approve, any two Commissioners can sign checks for Needham Housing Authority and High Rock Homes LLC.

Chairman 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.

5. Information on NHA Appointees to:

- Community Preservation Committee (CPC), Reg Foster. This is a three-year term. Commissioner Foster is the current appointee; his term will conclude next year.
- Council on Aging, Helen Gregory. There are no time limits on this appointment.

6. Review: Best starting for Regular Board Meetings

A brief discussion ensued on this item. It was the consensus of the Board to continue with the third Thursday of the month meeting day and 7:30 PM meeting time.

7. Presentation and Discussion: Annual Report by the Executive Director

A brief discussion ensued on this item. It was the consensus of the Board to waive the submission of the Annual Report by the Executive Director this year.

8. Adjournment of the Annual Meeting

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to adjourn the NHA 2023 Annual Meeting at 3:18 PM.

Chairman 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:

Cheryl Gosmon
June 1, 2023