

**NEEDHAM HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR AND STATE ANNUAL PLAN MEETING
& HIGH ROCK HOMES LLC MEETING**

Thursday, September 15, 2022, 7:00 PM

NOTE: THIS WILL BE A “HYBRID” MEETING

**ATTEND IN PERSON: Linden Chambers Community Room
5 Chambers Street, Needham, MA 02492**

THE PUBLIC MAY ATTEND IN PERSON OR ON A VIRTUAL BASIS:

Click here [Needham Housing September Meeting](#)
go to Zoom.com and join the meeting at **Zoom Meeting ID: 825 3363 2298**

Under Governor Baker’s emergency “Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20,” issued March 12, 2020, and in effect until March 23, 2023, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

The NHA Board of Commissioners will hold this as an in-person meeting with the option for public attendance virtually or in person.

To listen, view, and participate in this virtual meeting on your phone, computer, laptop, or tablet, a few minutes before the above date/time:

- *[Browser access]* Use your browser to connect to www.zoom.us. On the Zoom home screen, click the “Join a Meeting” button (top right of the screen). Enter the Meeting ID number: Zoom Meeting ID: 825 3363 2298
- OR**
- *[Install Zoom on laptop/desktop]* Click this link (or copy the link into your browser): [Needham Housing September Meeting](#)
- OR**
- *[Smartphone]* Download and install the “Zoom Cloud Meeting” app from the Apple or Android app store, or from <http://www.zoom.us/>. Open the Zoom app, click the “Join” button and enter the Meeting ID number (see above).
- OR**
- *[Audio dial-in only]* Dial +1 669-444-9171 Enter the Zoom Meeting ID number (see above), followed by the # sign.

ROLL CALL TO CONVENE THE MEETINGS

COMMISSIONERS:

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

NHA STAFF:

Stephen Merritt, Interim Executive Director &
Secretary
Cheryl Gosmon, Assistant Executive Director
Others:

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated September 9, 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.

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AGENDA

**2022 STATE ANNUAL PLAN MEETING &
REGULAR NHA BOARD & HRH LLC MEETINGS**

Public Hearing on the Needham Housing Authority’s State-aided Public Housing 2022 Annual Plan

- 1) Capital Improvement Plan – Funding Available
- 2) Capital Improvement Plan – Planned Spending
- 3) Maintenance and Repair Plan
- 4) Annual Operating Budget
- 5) PMR Responses
- 6) Policies List
- 7) DHCD Survey Results 2016 – 2018
- 8) Resident Comments on Annual Plan

ANNOUNCEMENTS FROM THE CHAIR:

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

RESIDENT/COMMUNITY INPUT:

Cook’s Bridge Tenant Association
Residents/Community Input - discussion

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC:

A. Adoption of Guidelines for Public Comment Period and Public Hearings at Needham Housing Authority

B. Review & Approval:

- 1. NHA Bill Schedule / Check Warrant Total Amount: \$ 267,612.97
- 2. HRH LLC Bill Schedule/Check Warrant \$ 25,985.36

C. Review & Approval -- Board Minutes:

- 1. 8/18/2022 NHA, HRH LLC Regular Board Meeting.

D. Information & Discussion: Executive Director's Report

1. Monthly Financial Report – July 2022 (7-month report)
2. Monthly Management report
3. State Annual Plan Consideration
4. Linden Chambers Camera issues update
5. RFP for Fee Accounting Services
6. Bank Issues
 - a. Check signature policy – in process
7. NHA Audit Update
8. Bird Feeder Policy Draft – for consideration at October meeting.
9. Events report.
10. Any other issues/updates of NHA

E. Search Committee Status Update: New Executive Director Search

F. Status Updates – External Initiatives:

1. Housing Plan Working Group (Scheideler)
2. Preservation & Redevelopment Initiative (PRI)
 - Report of meeting with Representative Garlick
 - Cambridge Housing Authority Report
 - Linden/Chambers A/E Designer RFS – status update
 - CIP Update – DSC Advertising/potential meeting
 - Legal Services RFS - status update

G. Status Update – Internal Initiatives:

1. Report from Cooks After School Steering Committee (Janice Bennett, Penny Kirk, Jessica Reese, Cheryl Gosmon, Steve Merritt)
 - a. Meeting minutes of August 18, & 25, & September 1, 2022
2. After School Program – Fall 2022 Reopening
 - a. Review/Approve – 2022-2023 After School Program Budget
3. Plan to return Unit 42 CRCDD to service - **In Process**
4. Paving Project – Design of Seabeds Way and CRCDD are currently being procured as part of the 2022 Annual Plan
5. Seabeds Way/CRCDD CCTV System Begins Spring/Fall of 2022
6. Resident Survey – Final comments

H. New Business:

- 1) Acknowledgement of award of 3 additional Section 8 Housing Choice Vouchers
- 2) NHA Adoption of FY2023 Fair Market Rents
- 3) Write off uncollectable rents:
 - a. Federal Public Housing \$ 40,738.77
 - b. State Public Housing \$ 11,183.56

I. Adjournment