REGULAR NHA BOARD & HIGH ROCK HOMES LLC MEETING
& ANNUAL MEETING MINUTES
Thursday, June 18, 2026, 5:00 PM

COMMISSIONERS:	**NHA STAFF:**
Reginald C. Foster, Chair	Cheryl Gosmon, Executive Director & Secretary
Jim Flanagan, Vice Chair	Michael Thorstad, Deputy Executive Assistant (absent)
Amanda Berman, Treasurer	
Janice Bennett, Resident Commissioner (absent)	
Geoff Engler, Commissioner	

GUESTS:
Margaret Donnelly Moran, Deputy Executive Director of Development, Planning and Development, Cambridge Housing Authority (CHA) (remote)
Matt Zajac, Deputy Director, Planning and Development, CHA (absent)
Franny Xi Wu, Project Manager, Planning and Development, CHA (remote)

Chairman Foster called the meeting to order at 5:00 PM. Chair Foster called the roll of commissioners with four of five reporting present on Thursday, June 18, 2026, for the NHA Board & HRH LLC regular monthly meeting: Reg Foster, Jim Flanagan, Geoff Engler, and Amanda Berman, all of whom reported present, except for Janice Bennett absent from this meeting. He noted a quorum. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Thursday, June 11, 2026, 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 those people who requesting it.

Chairman Foster also noted for the record that the meeting is a Hybrid meeting as permitted by the law signed by Governor Maura Healey, on March 28, 2025, for the purpose of extending the temporary provisions pertaining to the Open Meeting Law until June 30, 2027. This extension allows the COVID-19 enacted measures allowing remote participation for board members to continue.

Chairman Foster also noted that the guests are Margaret Donnelly Moran and Franny Xi Wu from the CHA for today's meeting, and Matt Zajac is absent due to another commitment.
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ANNOUNCEMENTS FROM THE CHAIR
(Including matters that could not be reasonably anticipated in advance of the meeting):
Chair Foster announced that the NHA and NHA Board have received a request from the CHA for its guests to be moved up on the agenda to provide a status update on the Seabeds Way Preservation & Modernization Project ("SBW Project"), first. He noted that agenda item "D. 1." would be taken out of order and moved to accommodate guests Margaret Donnelly Moran and Franny Xi Wu, both from CHA. He also noted that Betsy Collins, Vice President of Development, Peabody Properties, and Mike Mattos, President & Executive Director of Affordable Housing Services Collaborative (AHSC), are not attending this meeting as guests and

there will not be an update from them on the Linden Terrace Phase 1A Redevelopment Project, which was confirmed by Cheryl Gosmon, Executive Director (E.D.) of the NHA.

Chair Foster asked Margaret Donnelly Moran to introduce herself. Ms. Moran stated that she is the Deputy Executive Director of Development, Planning and Development, at CHA, and oversees its planning and construction team responsible for implementing development, modernization, and repositioning projects, both in Cambridge and also with CHA's development clients and partners, which includes the NHA. Ms. Moran also stated having a long history with Needham, MA, and she was part of the team that helped develop High Rock Homes almost twenty years ago. Ms. Moran commented that she has been kind of the principal in charge of the consulting contract with the NHA dating back to 2021. Ms. Moran commented that her team has been involved and she has always been in the background throughout the engagement while Christian Abney and Matt Zajac reported to and kept her informed on the SBW Project. She made additional related comments.

Ms. Moran reported on a few staffing changes at CHA. She noted that Christian Abney, Project Manager II, has recently left the CHA and he will attend Harvard Law School in the Fall 2026. She also noted that Matt Zajac, Deputy Director for Planning, will be departing the CHA at the end of June 2026. Ms. Moran commented that, in the near term, she will be more involved, but Franny Xi Wu, Project Manager, has taken Christian Abney's place, and they will provide the continuity of service to allow CHA and NHA to continue to make great progress on the SBW Project. She then deferred to Ms. Xi Wu to introduce herself and discuss the CHA's consulting activity.

Franny Xi Wu introduced herself for the first time speaking in a NHA Board meeting to the NHA Board members and other attendees. Ms. Xi Wu commented that she looks forward to visiting the Seabeds Way residents and meeting them in person at the Hybrid Resident Relocation Meeting #2 hosted by the CHA, which is scheduled to be held in the Seabeds Way Community Room on Tuesday, June 23, 2026, at 6:00 PM, for the Preservation of Seabeds Way.

Ms. Xi Wu provided an overview of the progress on the SBW Project by utilizing the CHA consulting activity monthly status report dated June 12, 2026, to the NHA Board. She first provided an update on the SBW Project's (CHA Task Order 5) U.S. Department of Housing of Urban Development (HUD) repositioning. She reported that the CHA has completed and submitted all materials needed to request the Concept Call with HUD as the next step in the repositioning process. She noted that the NHA recently submitted a letter to HUD demonstrating capacity for voucher administration, which is under its review. She also reported that CHA has loaded all materials into the RAD resource desk and ready to go pending HUD's sign off. She made additional related comments.

Ms. Xi Wu discussed the design and construction of the SBW Project. She noted that, following the NHA Board's approval of the Colantonio Inc. construction manager agreement (a.k.a. the "CM contract") at the NHA Special Board Meeting held on May 11, 2026, CHA started final Guaranteed Maximum Price (GMP) negotiations with it. She reported that the negotiated GMP is now $12,219,105, reflecting an $80,250 reduction from Colantonio's initial submission through targeted value engineering that preserved the SBW Project's full design intent and quality. She also reported that, as part of the negotiations, the CHA required Colantonio to restructure its General Conditions and General Requirements (GC/GR) cost categories to align with HUD Safe Harbor guidance, reducing them from $2,721,384 (22.3% of hard costs) to $1,690,417 (13.8%). She reported that the CHA, NHA, and their legal counsels had identified three funding sources in the SBW Project's budget, including the HOME funds, Capital Fund Program (CFP) funds, and Operating Reserves, which if utilized could trigger compliance with the Build America, Buy America Act (BABA) under 2 CFR Part 184. She also reported that, given the significant schedule risk associated with HUD's non-availability waiver process in which could delay the SBW Project by 3 months to over a year, the CHA recommended removing the BABA-inducing funding sources from the project budget. She noted that the NHA sent a letter to the HOME Consortium returning the HOME funds. While the NHA has provisionally approved CHA's recommendation to remove all BABA-inducing federal funding sources totaling $758,680, she reported that they plan to offset this reduction by removing five construction scope alternates valued at approximately $468,661 (balcony railings, bedroom and bathroom doors, two patio areas, and closet doors) and reducing the developer fee by $290,019. She reported that CHA and NHA are in negotiation with Colantonio to determine what GMP credit may result from the removal of BABA compliance requirements.

Ms. Xi Wu discussed the draft solar contract from Resonant Energy (Resonant) regarding the SBW Project. She reported that the NHA, CHA, and Klein Hornig LLP (Klein Hornig) completed their review of the draft Resonant Energy procurement contract and have consolidated comments for circulation to Resonant, which is in near final form. She reported that the CHA and NHA recently had a coordination meeting between Resonant and Colantonio to talk about finalizing the installation schedule, with solar completion targeted for Q4 2027. She noted that the CHA is hopeful for the NHA to bring this revised contract to the NHA Board for approval at a forthcoming NHA Board meeting.

Ms. Xi Wu reported that the CHA prepared and presented an SBW Project update to the Town of Needham's Town-Financed Community Housing Oversight Committee (T-CHOC) at its June 8, 2026, hybrid meeting that covered project financing, schedule, and construction progress to date

Ms. Xi Wu summarized that the Needham Zoning Board of Appeals (ZBA) denied NHA's application for an amendment to the 1980 comprehensive permit that would allow overhead electric service wiring to Seabeds Way. She noted that the CHA and NHA submitted additional materials to the Needham Planning Board for review. She also noted that, on June 11, 2026, the Needham Planning Board sent a letter to ZBA recommending the denial of the NHA application. She reported that the CHA, NHA, and NHA's counsel are working on a response letter. She mentioned that the NHA Board's Chair, NHA's counsel, and architects from Bargmann Hendrie + Archetype, Inc. (BH+A) will be attending the ZBA hearing on June 18, 2026, at 7:30 PM.

Ms. Xi Wu provided an update on the eventual temporary relocation of residents living at Seabeds Way during the SBW Project. She stated that the CHA will convene the scheduled Resident Relocation Meeting #2 at the Seabeds Way Community Room. She noted that the CHA and NHA worked together for the NHA to have mailed the translated meeting notice for this second relocation meeting to the residents at Seabeds Way. She reported that they are still working together on the NHA to mail the General Information Notice (GIN) to the residents at

Seabeds Way, which is a HUD required document to them. She commented that, following this meeting, the CHA relocation coordinators (RCs) will begin planning with the residents in the first building to be relocated and those who expressed interest in an early move. She noted that the actual relocation is not anticipated to begin until late Fall of 2026.

Lastly, Ms. Xi Wu provided an update on the financing for the SBW Project and Preservation and Redevelopment Initiative (PRI) budget. She reported that the CHA and NHA have been providing ongoing due diligence documentation to JPMorgan Chase, MassDevelopment, Local Initiatives Support Corporation (LISC), and the lenders' various due diligence consultants. She also reported that CHA continues to work with LISC to close the predevelopment loan (of $400,000) and loan documents have been signed but are held in escrow. She noted that the Interim Ground Lease was executed, and the CHA and Klein Hornig assisted the NHA through the execution of it and related ancillary documents that are being recorded. She also noted that the CHA prepared materials for and submitted an application for the 2026 Climate Ready Housing Award to support the direct purchase of a rooftop photovoltaic system. She mentioned that CHA commissioned an updated utilities analysis from CLEAResult via BH+A to bolster the final application. She made additional related comments and concluded her update on the consulting activity of CHA. Chair Foster thanked Ms. Xi Wu for her great report, and he expressed his appreciation to her.

Chair Foster then discussed a few corrections for accuracy on the record. First, he stated that all of the interactions about the comprehensive permit obscure requirement for undergrounding (of electric service wiring per the condition change for underground utility lines at 22-46 Seabeds Way) is really with the ZBA. He noted that the NHA went to the ZBA for an administrative waiver, but it felt more comfortable with the NHA to do a full public hearing, notification to the neighbors and abutters, and everything else. Chair Foster commented that this Public Hearing is later in the evening at 7:30 PM on June 18, 2026, and he and attorney Bob Smart will attend it. Chair Foster commented that he thought the NHA has a good case. Second, Chair Foster mentioned the action item of the NHA Board checking with the NHA's legal counsel, Klein Hornig, regarding Resonant Energy's single source contract just to make sure they're on the up-and-up in terms of doing it and rational. He noted that Klein Hornig indicated that they could find no reason why the NHA and NHA Board shouldn't and couldn't do it, which was supported by the rationale but to keep a very thorough procurement file in case anyone raises any issues in the future. He made additional various comments.

Chair Foster asked the NHA Board members if they had any questions for Ms. Moran and Ms. Xi Wu, and there were none. He expressed his appreciation to them.

<u>RESIDENT/COMMUNITY INPUT</u>

Resident Helen Giragosian expressed the niceness of the NHA's new maintenance mechanic, Philip Edwards, who was recently hired. She suggested that each NHA maintenance staff member should have a photo identification tag with their name and role for residents to know who they are on the premises. Chair Foster asked Ms. Gosmon if she had any comment on that, and she replied that the NHA typically has NHA logo wear that it purchases from its vendor for NHA maintenance staff to wear, which has the NHA name on it. She commented that the NHA also could get the name of each NHA maintenance staff member on their logo wear. Ms. Giragosian made additional related comments.

Ross Donald, Chair of the Linden Chambers Resident Association (LCRA), provided a copy of his interim report from the last LCRA meeting on its activity to Ms. Gosmon. He also commented on the letter dated June 11, 2026, from the Commonwealth of Massachusetts, Office of the Attorney General, Division of Open Government, to him, which a copy of it is in the NHA Board packet on page 102.

Marlene Costa, Treasurer of the LCRA, asked questions about a few NHA expenditures. Chair Foster commented to her for clarity. She provided response comments. She then expressed her concerns about a separate matter that involved a response by the Needham Fire Department (NFD) and Police Department (NPD) for a recent medical related incident of another resident at Chambers St. Chair Foster provided response comments to her. He then asked Ms. Gosmon if she had any comment. Ms. Gosmon deferred to the NHA's Director of Maintenance and Facilities, Greg Gillis, who elaborated on this incident. He explained each building on Chambers St. has a steal knox box that was ordered through and supplied by the NFD but installed by the NHA. He reported that only the NFD has keys to unlock and open the knox boxes, and it sometimes has some difficulty with operating the locks. He stated that the NHA doesn't perform any maintenance on the knox boxes. He made additional related comments. Chair Foster and Ms. Costa provided comments to each other.

Resident Sue Biasizzo expressed concern about a rumor that the Seabeds Way Community Room was being locked and she wanted to make sure that the residents can still use their housekeys to access it and the laundry kiosk. Chair Foster and Ms. Biasizzo provided comments to each other. He asked Ms. Gosmon if she had any comments about this matter. Ms. Gosmon commented that the NHA is not locking the Seabeds Way Community Room. Ms. Gosmon and Chair Foster provided additional related comments.

Resident Kalpana Shah commented on the matter that Ms. Costa mentioned regarding the medical related incident of another resident at Chambers St.

In response to Ms. Biasizzo's comments, the NHA's Resident Services Coordinator, Laurie Blake, commented that the residents' keys to their units will open the Seabeds Way Community Room doors.

James Burke, Vice-Chair of the LCRA, commented that he would like the NHA to notify the tenants before grass mowing occurs at Chambers St., for him to close his windows in advance. Chair Foster provided response comments to him regarding this matter. Ross Donald also made comments regarding the grass mowing and leaf blowing at Chambers St. Mr. Donald provided a copy of his interim report from the last LCRA meeting to Ms. Costa, and she briefly responded. Chair Foster provided response comments to Mr. Donald and Ms. Costa. Chair Foster concluded the resident/community input and moved forward to the agenda item "A."

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant

   Motion and Vote

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the June 18, 2026, NHA Bill Schedule/Check Warrant in the amount of $588,990.93.

   Chair Foster called the roll of Commissioners in favor of this motion:
   Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
   The motion carried. The vote was 4-0-1.

2. HRH LLC Bill Schedule/Check Warrant

   Motion and Vote

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the June 18, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $46,101.21.

   Chair Foster called the roll of Commissioners in favor of this motion:
   Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
   The motion carried. The vote was 4-0-1.

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 5/20/2026
2. Monthly Financial Report – CBIZ
3. NHA Monthly Vacancy & Workorder Report
4. NHA Tenant Accounts Receivable & Aging Report

Motion and Vote

Upon a motion made by Commissioner Berman and seconded by Commissioner Flanagan, the NHA Board approved the Consent Agenda as submitted.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

C. Executive Director's Report

The Executive Director, Ms. Gosmon, reported on agenda items "C.1.", "C.2.", "C.3.", and "C.4":

1. HUD NSPIRE Inspections - Corrective Action – Update

2. New Director of Finance Position – Update
3. Housing Opportunity Through Modernization Act (HOTMA) – Update
4. Draft NHA Maintenance Plan – Placeholder
5. Draft NHA Parking Policy for Linden/Chambers – Placeholder
6. Draft NHA Parking Policy for Captain Robert Cook Drive, Seabeds Way, and High Rock – Placeholder

D. Status Updates and Approvals: Preservation & Redevelopment Initiative (PRI) – Partially covered earlier in the meeting.

Chairman Foster delivered an update on some of the following items:

1. Seabeds Way Preservation Project
   - Update by CHA
   - Colantonio Inc. Construction Manager Agreement – Status Update
   - CHA-NHA Intergovernmental Agreement
     Chair Foster noted that the CHA-NHA Intergovernmental Agreement has been in place for almost 5 years and the sunset provision has been renewed from year to year, but it can't be renewed for more than 5 years and expires in July 2026. He reported that the CHA has recently provided a first draft of a new 5-year term CHA-NHA Intergovernmental Agreement to the NHA and NHA Board, which is under review. He made additional related comments.
2. Linden Terrace Phase 1A Redevelopment Project
   - Update by Peabody & AHSC

   Chair Foster provided a brief status update regarding this project.
3. Monthly Reports:
   - Cambridge Housing Authority
   - AHSC Peabody Developer LLC
4. New Business: HRE Community Planning Grant
   Chair Foster noted that a correction was needed to the application, and he amended and resubmitted a new application at 4:35 PM, before the deadline of 5:00 PM, on Thursday, June 18, 2026.
5. Administrative

E. Status Updates – Internal Initiatives

Ms. Gosmon delivered a brief update on the following:

1. Legal Training - Reasonable Accommodations on Thursday, June 25, 2026, at the Linden/Chambers Community Room

F. New Business –

1. 2025 Audits – Placeholder
   Chair Foster asked Ms. Gosmon if there was any update or sign of the 2025 Audits. Ms. Gosmon stated that she did speak to Jake Dooley of Dooley & Vicars, Certified Public Accountants (CPAs), L.L.P on Thursday, June 18, 2026. Ms. Gosmon also stated that she will reach out to Michael Guyder, CPA and Managing Director of CBIZ CPAs P.C., on Friday, June 19, 2026. She reported that Mr. Dooley is waiting for some additional information from year-end papers and financial documents from Mr. Guyder. Ms. Gosmon commented that she will

find out what happened with this and thought those were already in place. She commented that Mr. Dooley said once he has that information then it should be a quick turnaround, but Mr. Guyder has to provide this information. Chair Foster noted that this is for both High Rock Homes, and Ms. Gosmon affirmed. A discussion followed.

2. Certificate of Substantial Completion and Certificate of Final Completion for Alpha Design – project #203100
Ms. Gosmon noted that a copy of the Certificate of Substantial Completion (CSC) has been provided to the NHA Board to review and approve but not the Certificate of Final Completion (CFC) even though both are on the agenda, which is for the 689-1 roof replacement project #203100 that's basically completed at 1415 Great Plain Ave., Needham, MA (aka the Matthews House) by the contractor Alfa Design Build, Inc. ("Alfa Design"). She stated that the NHA cannot release the 5% retainage payment for this project until the NHA Board approves the CSC. Ms. Gosmon commented that, once this CSC is approved by the NHA Board, she then will submit it in the EOHLC's CapHub system on Monday, June 22, 2026, which will release the next step.

Ms. Gosmon also noted that the NHA Board has a blank of the CFC form, which the architect has to fill out to complete this document and then everyone else signs off on it.

Ms. Gosmon stated that Alfa Design was awarded the low bid in September 2025 for this project and it has done a great job.

Chair Foster asked Ms. Gosmon if she is recommending the CSC for NHA Board approval. She affirmed this. He then asked the NHA Board members if they had any questions, but there were none.

Motion and Vote
Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve the Certificate of Substantial Completion for the contractor Alfa Design Build Inc. regarding the 689-1 Roof Replacement Project #203100 as submitted.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

3. Board Approval of Trades Service Contracts
Ms. Gosmon noted that the NHA engaged in a bid process for trade services during the Spring of 2026, and it submitted requests for quotes and information from trade service contractors for plumbing, fire alarm, flooring, kitchen,

painting, and electrical. She explained that the NHA had a bid opening on May 1st, 2026, and it opened the bids received then awarded the contract to the lowest bidder. A discussion followed.

Motion and Vote
Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve four separate Trades Service Contracts that are each titled "Owner-Contractor Agreement" and executed, which are between the NHA and Boston Mechanical, Inc., NHA and Antra Flooring, NHA and Kitchen and Floor Décor, and NHA and American Service, a Relay Fire and Safety Company, as submitted.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

G. Adjournment of the Regular NHA & HRH LLC Monthly Meetings
Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to adjourn the meeting at 6:15 PM.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director

NHA BOARD ANNUAL MEETING MINUTES
Thursday, June 18, 2026, 5:00 PM

COMMISSIONERS:	**NHA STAFF:**
Reginald C. Foster, Chair	Cheryl Gosmon, Executive Director & Secretary
Jim Flanagan, Vice Chair	Michael Thorstad, Deputy Executive Assistant (absent)
Amanda Berman, Treasurer	
Geoff Engler, Commissioner	
Janice Bennett, Resident Commissioner (absent)	

Chair Foster called the meeting to order at 6:16 PM. Chair Foster called the roll of commissioners: Reg Foster, Jim Flanagan, Geoff Engler, and Amanda Berman, all of whom reported as present except for Janice Bennett who's absent. Chair Foster stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated June 11, 2026, setting forth the date, time, and place of this meeting. The notice was filed with the Clerk of the Town of Needham and provided to those who requested it.

ANNOUNCEMENTS FROM THE CHAIR
(Including matters that could not be reasonably anticipated in advance of the meeting):
There were no Chair announcements.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

Review & Approve Agenda Items:

1. **Discuss and Approve the Election of the 2026 Officers:**
   - Chair
   - Vice Chair
   - Treasurer

   Chair Foster asked the NHA Board members if they had any nominations. Commissioner Amanda Berman nominated Commissioner Reg Foster as Chair and Commissioner Jim as Vice Chair. Commissioner Flanagan nominated Amanda Berman as Treasurer.

   Chair Foster stated that the NHA Board members can nominate themselves. He noted that the NHA Board members voiced their nominations. He discussed the procedural process in accordance with the MA Open Meeting law.

   Commissioner Foster stated that he did not object to being Chair. He asked Commissioner Flanagan if he objected. Commissioner Flanagan stated that he did not object to being Vice Chair. Chair Foster asked Commissioner Berman if she objected. Commissioner Berman stated that she did not object to being Treasurer.

   Motion and Vote
   Upon a motion made by Commissioner Foster and seconded by Commissioner Flanagan, the Board approved the election of the NHA Board 2026 Officers to serve until the next annual meeting is held in 2027: Commissioner Foster as Chair, Commissioner Flanagan as Vice Chair, and Commissioner Berman as Treasurer.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

2. **Discuss and Approve the Resolution authorizing that any two Commissioners can sign checks.**
Chair Foster referred to the By-Laws (Article 2, Section 4.) of the Needham Housing Authority regarding the powers of the Treasurer position. He noted one of the powers of the Treasurer is that the Treasurer shall sign all checks, and one other commissioner must join the Treasurer to sign the checks. He also noted that the Board found in practice the By-Laws (Article 2, Section 4.) authorizes the Board by resolution at the annual meeting can empower any two commissioners to sign checks, not just the Treasurer, that provides additional flexibility when it comes to signing the checks.

Chair Foster stated that, under the By-Laws, every expenditure and check needs to be signed by the Treasurer and one other commissioner. He also stated that the NHA Board normally has a resolution authorizing any two commissioners to be able to sign the checks because it gives more flexibility when commissioners are out of town for vacation, work, and various other reasons.

Commissioner Engler commented that he guessed it would take a resolution or amendment to the housing authority's By-Laws and he didn't know how onerous or difficult it is, but the process for him and another commissioner signing (i.e., two commissioners) some of the checks having small dollar amounts doesn't seem to be a good use of time or effort. He made additional related comments. A discussion followed.

Motion and Vote
Upon a motion made by Chair Foster and seconded by Commissioner Flanagan, the Board approved a resolution authorizing any two Commissioners can sign checks on behalf of the Needham Housing Authority, which are not signed until recommended by the Executive Director and Accounting Staff.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
The motion carried. The vote was 4-0-1.

3. **Information on NHA Appointees to:**
   - Community Preservation Committee, Reg Foster
   - Council on Aging, Ann DerMarderosian

4. **Presentation & Discussion: Annual Report by the Executive Director.**
   Without any objection from the NHA Board members, Chair Foster postponed and deferred the Annual Report to the July 2026 NHA Board Meeting.

5. **Adjournment of the Annual Meeting**

   Motion and Vote
   Upon a motion duly made by Commissioner Berman and seconded by Commissioner Flanagan to adjourn the meeting at 7:33 PM.

   Chair Foster called the roll of Commissioners in favor of this motion:
   Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Engler votes aye; Commissioner Berman votes aye; and Commissioner Bennett was absent.
   The motion carried. The vote was 4-0-1.

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director