NEEDHAM HOUSING AUTHORITY (NHA) & HIGH ROCK HOMES (HRH) LLC
MONTHLY MEETING MINUTES

Originally scheduled but cancelled on:
Wednesday, February 25, 2026, 5:00 PM

Rescheduled and held on:
Monday, March 2, 2026, 3:45 PM

COMMISSIONERS:
Reginald C. Foster, Chair
Jim Flanagan, Vice Chair
Amanda Berman, Treasurer
Janice Bennett, Resident Commissioner
Geoff Engler, Commissioner

NHA STAFF:
Cheryl Gosmon, Executive Director & Secretary
Michael Thorstad, Deputy Executive Assistant

GUESTS:
Matt Zajac, Deputy Director, Planning and Development, Cambridge Housing Authority (CHA)
Christian Abney, Project Manager II, Planning and Development (CHA)
Betsy Collins, VP of Development, Peabody Properties
Mike Mattos, President & Exec. Director, Affordable Housing Services Collaborative (AHSC)
Michael P. Guyder, CPA, CBIZ (absent)
Brittany Bezok, CBIZ
Kimberly Ferreira, CBIZ

Chairman Foster called the meeting to order at 3:45 PM, and he noted that the original meeting scheduled for Wednesday, February 25, 2026, was postponed due to a fire alarm incident at the Linden/Chambers Community Room. He called the Roll of Commissioners with all reporting present on Monday, March 2, 2026, for the NHA & HRH LLC regular monthly meeting: Reg Foster, Jim Flanagan, Janice Bennett, Geoff Engler, and Amanda Berman. He noted a quorum of all five commissioners. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Thursday, February 26, 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 people requesting it.

Chairman Foster also noted for the record that the meeting is a Virtual Only 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. This is the second time these popular provisions have been extended, allowing public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide “adequate, alternative” access to remote meetings.

Chairman Foster introduced the guests for today’s meeting: Betsy Collins from Peabody Properties, Mike Mattos from AHSC, Matthew Zajac and Christian Abney from the CHA, and

Brittany Bezok and Kimberly Ferreira from CBIZ to speak instead of Michael Guyder who could not attend this meeting.

==

ANNOUNCEMENTS FROM THE CHAIR

(Including matters that could not be reasonably anticipated in advance of the meeting):
Chair Foster noted that agenda item "J. 2." would be taken out of order and moved to the first agenda item to accommodate guest speaker Betsy Collins from Peabody Properties. Ms. Collins presented a PowerPoint presentation that provided a project update summary on the Linden Terrace Phase 1A Redevelopment Project. She reported positive news that the NHA has been formally invited by EOHLC to submit a full application for the Linden Terrace Redevelopment Project to the Winter 2026 LIHTC funding competition.

She also reported that the NHA is working collaboratively with the Taunton Housing Authority (THA) to utilize its Faircloth authority for the Linden Redevelopment project. She added that the NHA and the THA are working on an agreement to deploy 41 units of Restore Rebuild Authority (formerly Faircloth Authority) to provide long term rental assistance needed to support the 40 public housing units in Phase IA. In turn, the NHA will commit to deploy 41 units of Restore Rebuild Authority for a future THA project. The Seabeds Way redevelopment will be the source of the 41 units of Restore Rebuild Authority. Ms. Collins added that she will have an MOU to share with the Board.

Ms. Collins reported that the remaining ARPA funds will be used to advance the Linden Terrace Phase 1A Construction Drawings (CDs) to a Bid Set level prior to the expiration of ARPA grant funding in FY 2026.

Ms. Collins also reported that a Resident Tour has been scheduled for Thursday, March 5, 2026, at 2:00 PM, for residents of Linden Street to visit Walnut Knoll Apartments in Foxborough**,** Massachusetts, a recently completed senior housing community developed by AHSC and Peabody Properties in partnership with the Foxborough Housing Authority. She noted that bus transportation will be provided for residents attending the tour.

Ms. Collins further discussed the formation of a Tenant Liaison Committee, which will help facilitate communication with Linden Street residents regarding project-related updates and questions. She reported that four residents have volunteered to participate, and the first meeting is scheduled for Tuesday, March 3, 2026. After a brief discussion, Chair Foster made the following motion.

> **Motion and Vote**
> Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to recommend that the NHA Board approve a resolution that authorizes the NHA Executive Director Ms. Gosmon, the NDC Board Chair and Vice Chair and NHA's development partners, Peabody and AHSC, to complete and submit both the Public Housing Innovations (PHI) application and the Affordable Housing Competition for Rental Projects "Winter 2026 Rental Round" funding application to EOHLC.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

Chair Foster then noted that agenda item "J. 1." would be taken out of order to accommodate guest speaker Matt Zajac of CHA. Mr. Zajac provided a status update on the Seabeds Way Preservation & Modernization Project and CHA Task Order No. 5. He reported on the U.S. Department of Housing and Urban Development (HUD) repositioning process, which is the work that will convert federal public housing into project-based section 8 vouchers. He stated that key reports for this submission include updates to capital needs assessment, and an environmental review package. He stated that the CHA received an asbestos-containing materials (ACM) report. Mr. Zajac provided a summary of the findings of the report. He reported that radon testing is not feasible but will reconfirm testing at the end of the project. He stated that these materials will be finalized for its submission to HUD in order to have a concept call mid-March.

Mr. Zajac went on to report that a request for procurement relief funds was submitted to EOHLC under chapter 268. He stated that what this request does is ask EOHLC to transfer ownership of the Seabeds Way property to an LLC that is totally controlled by NHA's non-profit. NHA contains full control, full management, full ownership, etc., but the transfer that takes place for less than one year, it allows the housing authority to hire its contractor in a streamlined and more affordable way. The implementation of this action, meaning the transfer of the property through a Ground Lease to the LLC, was planned by NHA's legal counsel, Klein Horning LLP. He added that there are a series of Board resolutions that authorizes the transfer of ownership of Seabeds Way to the LLC.

Chairman Foster briefly discussed the revised NHA Procurement Policy, noting the inclusion of Chapter 268 provisions to reflect the procurement relief guidelines, the NHA will utilize as it proceeds with the modernization and preservation of Seabeds Way.

Mr. Zajac described the resolutions that have been fully vetted by NHA's legal counsel: Ground Lease, Property Management, Reciprocal Easement, Lease Assignment & LISC Agreements.

Chair Foster stated he was satisfied with these resolutions in substance, subject to making some changes, for approval by the NHA Board. He sought unanimous consent to waive the reading of the preamble and post amble for each resolution, and hearing no objections, he read aloud the resolutions.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to adopt the five resolutions: Ground Lease, Property Management, Reciprocal Easement, Lease Assignment & LISC Agreements, subject to some needed adjustments, as part of a single overall document, that the execution and delivery by any Authorized Agent of the Corporation of any of the aforesaid agreements, documents and instruments

authorized in the foregoing resolutions and the taking by any Authorized Agent of the Corporation of any acts in any way related to the transactions contemplated by the foregoing resolutions, shall be conclusive evidence of his/her approval thereof and of his/her authority to execute and deliver such agreements, documents and instruments and to take and perform such acts in the name and on behalf of the Corporation in its various capacities described above; and it is further that all actions previously taken in connection with the foregoing by any officer of the Corporation, on behalf of the Corporation in its various capacities described above be, and hereby are, ratified and approved.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

Mr. Zajac then described the NHA Development Corporation (NDC) Resolutions of the Board of Directors to approve the Ground Lease, Property Management, Reciprocal Easement, Lease Assignment & LISC Agreements.

Chair Foster then called the roll of the NDC board members present at this meeting with all reporting present Reginald Foster, Jim Flanagan, and Cheryl Gosmon. Chair Foster asked, in the interest of time, if the board members agreed to waive the word-by-word reading of the resolutions.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan for the NHA Development Corporation Board of Directors to adopt the five resolutions: Ground Lease, Property Management, Reciprocal Easement, Lease Assignment & LISC Agreements, subject to some needed adjustments, as part of a single overall document, that the execution and delivery by any Authorized Agent of the Corporation of any of the aforesaid agreements, documents and instruments authorized in the foregoing resolutions and the taking by any Authorized Agent of the Corporation of any acts in any way related to the transactions contemplated by the foregoing resolutions, shall be conclusive evidence of his/her approval thereof and of his/her authority to execute and deliver such agreements, documents and instruments and to take and perform such acts in the name and on behalf of the Corporation in its various capacities described above; and it is further that all actions previously taken in connection with the foregoing by any officer of the Corporation, on behalf of the Corporation in its various capacities described above be, and hereby are, ratified and approved.

Chair Foster called the roll of the NHA Development Corporation Board of Directors in favor of this motion: Commissioner Foster votes aye; Commissioner Flanagan votes aye; and Cheryl Gosmon votes aye.
The motion carried. The vote was 3-0-0.

Mr. Zajac then described the NHA Development Corporation Resolutions of the Board of

Directors to Approve of the Formation of NHA Seabeds Way LLC and its Operating Agreement. Chair Foster summarized the significance of the resolutions and noted the long-term Ground Lease to NHA Seabeds Way LLC from NHA and pointed out that the NHA owns the land.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan for the Board of Directors of the NHA Development Corporation to approve the set of resolutions to approve of the formation of NHA Seabeds Way LLC and its Operating Agreement.

Chair Foster called the roll of the NHA Development Corporation Board of Directors in favor of this motion: Commissioner Foster votes aye; Commissioner Flanagan votes aye; and Cheryl Gosmon votes aye.
The motion carried. The vote was 3-0-0.

Matt Zajac then went on to share a financing update with the NHA Board on the expense reimbursement letter submitted by JP Morgan Chase to pay cost of due diligence during the loan closing process and an application fee of $12,002 from Mass Housing Partnership (MHP). He added that these costs are contained within the development budget, all of which will be paid through the predevelopment loan. He said the NHA Board action is to approve the expense reimbursement letter by the NHA E.D.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan for the NHA Board to approve three resolutions: (1) NHA E.D. to execute the expense reimbursement letter from JP Morgan Chase that authorizes it to invoice the NHA for future due diligence costs related to the transaction, (2) NHA to pay an application fee of $12,002 that will be credited to the commitment fee, and (3) NHA Development Corporation approve the Ground Lease resolutions to authorize loan closing following the NHA E.D.'s determination the loan documents are in final and acceptable form.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

Matt Zajac concluded his update on the SBW Project. The NHA Board members thanked Mr. Zajac and expressed their appreciation to him.

RESIDENT/COMMUNITY INPUT
There were no resident comments.

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 Bennett to approve the February 25, 2026, NHA Bill Schedule/Check Warrant in the amount of $621,809.73.

   Chair Foster called the roll of Commissioners in favor of this motion: Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.

   The motion carried. The vote was 5-0-0.

2. HRH LLC Bill Schedule/Check Warrant

   Motion and Vote

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve the February 25, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $64,483.89.

   Chair Foster called the roll of Commissioners in favor of this motion: Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.

   The motion carried. The vote was 5-0-0.

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 1/21/2026
2. NHA Monthly Vacancy & Workorder Report
3. NHA Tenant Accounts Receivable & Aging Report

C. Review and Discuss: Quarterly Financial Reports – CBIZ

Chair Foster introduced guest speakers Brittany Bezok and Kimberly Ferreira, both from CBIZ, earlier in this meeting. Ms. Bezok provided an update on the CBIZ fee accounting activity for the NHA state programs (400-1 and 689-1). She discussed financial statements consisting of a "Balance Sheet", "Quarterly Operating Statement", "Operating Subsidy Calculation – 'ANUEL'", "Operating Subsidy/Full Reserve Analysis", "Analysis of Net Assets", "Analysis of NonRoutine Expenditures", which were prepared by CBIZ specifically for the NHA 400-1 and 689-1 state programs' financial reporting and submitted to the MA Dept. of Housing and Community Development's (DHCD) Housing Authority Financial Information System (HAFIS). She commented that this may be the last DHCD HAFIS financial report because this financial reporting is moving to the EOHLC's CapHub system.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the FY 2025 year-end/quarterly financial reports for the NHA 400-1 and 689-1 state programs that were prepared by CBIZ, as presented and submitted.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

D. Review and Approve: FY 2026 Budget Certifications
Chair Foster yielded this agenda item to Ms. Gosmon who described the FY 2026 Budget Certifications forms. She noted that the NHA Board approved the FY 2026 NHA Budget at the NHA Board of Commissioners Special Board Meeting on January 7, 2026, but the FY 2026 Budget Certifications forms must be signed by the NHA Board members and submitted to EOHLC by the extension deadline of March 13, 2026.

E. Update and Approve: Independent Public Audit Services - Engagement Letter with Audit Firm Dooley & Vicars for Auditing Services
Ms. Gosmon provided an update on the Engagement Letter from Dooley & Vicars. Chair Foster commented that both an updated Engagement Letter and revised price proposal will be provided by Jake Dooley.

F. Review and Approve: NHA Procurement Policy
Cheryl Gosmon and Michael Thorstad, Deputy Executive Director (D.E.D.) of the NHA, presented the draft amended NHA Procurement Policy. The procurement charts were replaced with updated charts from the MA Office of the Inspector General (OIG) in Section 2 of this draft amended NHA Procurement Policy. Mr. Thorstad noted that updated state forms were added as Appendix 17 through Appendix 24, and content changes were made to incorporate applicable sections of M.G.L. Ch. 30B throughout this draft amended NHA Procurement Policy. Chair Foster noted content changes that he made in Section 1.2 of the draft amended NHA Procurement Policy to include Ch. 268 of the Acts of 2022, M.G.L. Ch. 149 and Ch. 149a, and the guidelines contained within the HUD's Procurement Handbook via a link to this document. A brief discussion followed.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Berman to approve the draft amended NHA Procurement Policy.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

G. **Review and Discuss: NHA Maintenance Work Order Response and Completion Policy**
Cheryl Gosmon introduced this agenda item and she explained the need for and purpose of this draft policy. A brief discussion followed. It was a recommendation from Commissioner Flanagan to include procedures to the policy.

H. **Review and Approve: Admissions and Continued Occupancy Policy (ACOP)**
Chair Foster introduced the agenda item and noted that a bound hard copy of the draft amended NHA Federal ACOP had been provided to the NHA Board for review. Ms. Gosmon presented an executive summary of the draft and thanked Michael Thorstad for his contributions to the document. She explained that the amended ACOP is more comprehensive than the current version and will help NHA staff understand updated federal regulations and regulatory revisions, providing clearer guidance on how to implement each section once approved by the Board.

Ms. Gosmon noted that she had sent a memorandum to the NHA Board and explained that the amended ACOP was drafted primarily using Nan McKay and Associates, Inc.'s most recent Model ACOP and Guide, which includes extensive revisions related to the Housing Opportunity Through Modernization Act (HOTMA). She highlighted updates tied to HOTMA Sections 102 and 104 and walked through corresponding revisions in the document. She added that some additional changes will still be made. A brief discussion followed.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve the draft amended NHA Federal ACOP subject to additional change edits to be made in this document by the NHA E.D. Ms. Gosmon and others.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

I. **Executive Director's Report**
Ms. Gosmon delivered an update on the following items:
1. HUD NSPIRE Inspections
    - Incomplete Deficiency Reports for HRE/CRCD/SBW
2. Development of a Maintenance Plan
3. New Director of Finance Position
4. NHA Parking Policy for Linden, Chambers, Captain Robert Cook Drive, and Seabeds Way – Placeholder
5. Housing Opportunity Through Modernization Act (HOTMA) – Placeholder
6. New Business

J. Status Updates and Approvals: Preservation & Redevelopment Initiative (PRI) – Covered earlier in this meeting

Chairman Foster delivered an update on the following items earlier in this meeting.

1. Seabeds Way Preservation & Modernization Project (CHA)
   - General Update
     - Project Status
     - Temporary Tenant Relocation Plan
     - General Contractor RFP
   - Review & Approve
     - Ground Lease
     - LISC Predevelopment Loan
     - JP Morgan due diligence fees letter
2. Linden Terrace Phase 1A Redevelopment Project
   - General Update
   - Faircloth Unit LOA w/ Taunton Housing Authority
   - Board Approval of LIHTC & PHI Program Funding Applications
3. Monthly Reports: Cambridge Housing Authority (CHA) and AHSC Peabody Developer LLC
4. Administrative

K. New Business

1. Executive Director 2026 Goals Presentation
   Chair Foster noted that the NHA Executive Director 2026 Goals will be on the agenda for the next NHA Board meeting to discuss.
2. High Rock Homes, LLC Draft 2026 Budget
   Ms. Gosmon delivered an update on this agenda item.

Informational Item –

- Family Self-Sufficiency (FSS) Program – Established Administrative Procedures

L. Adjournment of the Regular NHA & HRH LLC Monthly Meetings, and NHA Development Corporation (NDC) Board of Directors Meeting

<u>**Motion and Vote**</u>

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to adjourn the meeting at 6:47 PM.

<u>Chair Foster called the roll of Commissioners in favor of this motion:</u>

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.

The motion carried. The vote was unanimous, 5-0-0.

____

Respectfully submitted by:
Michael Thorstad, Deputy Executive Director