NEEDHAM HOUSING AUTHORITY
NHA BOARD & HIGH ROCK HOMES LLC REGULAR MONTHLY MEETINGS
MEETING MINUTES

Wednesday, May 20, 2026, 5:00 PM

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

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

GUESTS:
Matt Zajac, Deputy Director, Planning and Development, CHA (remote)
Christian Abney, Project Manager II, Planning and Development, CHA (remote)
Betsy Collins, Vice President of Development, Peabody Properties (remote)
Mike Mattos, President & Exec. Director, Affordable Housing Services Collaborative (AHSC) (remote)

Chairman Foster called the meeting to order at 5:10 PM. He called the Roll of Commissioners with four of the five commissioners reporting present at the start of this meeting on Wednesday, May 20, 2026, for the NHA & HRH LLC regular monthly meeting: Reg Foster, Amanda Berman, Janice Bennett, and Geoff Engler. He noted Commissioner Jim Flanagan is on vacation in Ireland but may join (remotely via Zoom) sometime during this meeting. He noted a quorum. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Friday, May 15, 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 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 noted that all of the guests have conflicts, but they will join (remotely via Zoom) later in today's meeting: Matthew Zajac and Christian Abney from CHA, Betsy Collins from Peabody Properties, and Mike Mattos from AHSC. He then noted that the NHA Board will go forward with the regular agenda until each guest joins to speak.

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<u>ANNOUNCEMENTS FROM THE CHAIR</u>
(Including matters that could not be reasonably anticipated in advance of the meeting):
Chair Foster announced that he received his reappointment letter, as a state appointed commissioner of the NHA Board, from the Office of the Governor Maura Healey, for a new 5-year term that will start in May 2026 and expire on May 7, 2031.

He then announced that the NHA Executive Director, Cheryl Gosmon, informed him of a last-minute approval item that came in for the NHA Board to consider at their discretion, but it is not in the board packet. He then opened the meeting for residents and community input first, then the guest speakers spoke after.

Chair Foster noted that agenda item "H. 1." would be taken out of order and moved to accommodate guest speaker Matt Zajac who provided an update on the consulting activity of CHA for the Seabeds Way Preservation & Modernization Project ("SBW Project"). He provided an overview of the progress on the SBW Project by utilizing the CHA consulting activity monthly status report dated May 13, 2026, to the NHA Board. He reported on the SBW Project's (CHA Task Order 5) U.S. Department of Housing of Urban Development (HUD) repositioning update, design and construction updates, the draft temporary relocation plan, financing, and Preservation and Redevelopment Initiative (PRI) budget.

Matt Zajac noted that the CHA and NHA are working through a series of reviews with HUD in order to have a concept call as the next step in the repositioning process. He explained the process of working with HUD on this step led to CHA and NHA creating a more detailed project closing schedule that put each of the required reviews for each of the funders, construction manager, and town approvals in sequence. He commented that this exercise was helpful and it had a small impact on CHA's overall perspective on when the project is projected to close that's anticipated to occur this summer in August 2026, which is about a 2-month pushback in the timeline when the construction loan becomes available and, then, enter into the mobilization of a several month period of limited site work to happen but not in the units. He commented that CHA will keep everyone posted on the timeline for the exact closing as it comes into greater clarity. He also noted the outside date of September 18, 2026, is needed to occur, which is when the bid with Colantonio Inc. ("Colantonio") expires. He made additional related comments. He then asked the NHA Board members if they had any questions.

Chair Foster asked Matt Zajac what the expected earliest date or date range is to start temporary tenant relocation regarding the 2-month pushback in the SBW Project's schedule. Mr. Zajac responded that the earliest residents could expect temporary relocation would be actually either January or February in early 2027. Mr. Zajac commented that he will have an exact timeline for the residents when CHA hosts its next meeting about temporary relocation. He noted that the CHA and NHA are working to put together a relocation meeting in late May or early June 2026, and every resident will get a copy of the relocation plan for CHA to work through this document page-by-page with them by using a shared screen and answering their questions. He also noted, at this meeting, that CHA will have the latest timeline for the residents. Chair Foster asked Mr. Zajac if the draft temporary tenant relocation plan was submitted to HUD for review. Mr. Zajac confirmed that the relocation plan was submitted to HUD but hasn't issued any comments on it, which will come later in the process. He commented, in his experience, that HUD doesn't offer a lot of substantive comments on a relocation plan, which puts the burden of ensuring it meets the standards on the housing authority. Chair Foster asked the NHA Board members if they had any questions or comments. Commissioner Engler commented that he has been involved with a lot of projects and a reasonable delay in closing is normal. Chair Foster replied that it was kind of Commissioner Engler to say that. There were no questions or comments from the other NHA Board members regarding this matter.

Chair Foster then asked Matt Zajac to continue. Mr. Zajac provided an update on the design and construction of the SBW Project. He reported that the NHA Selection Committee is still pleased with Colantonio, but it's going through a price negotiation process with this firm in order to ensure the contractor's proposed charged cost or the cost of fees, not the direct costs for the work, are within the standards that HUD sets. He reported that the NHA Selection Committee has an initial call with Colantonio on Thursday, May 21, 2026, regarding price negotiations. He mentioned they are hopeful to execute a contract with Colantonio within the next two weeks or so. He commented that the bid from Colantonio is still great, which came in under their projections and budget. He noted that this has allowed the NHA Selection Committee to further explore the direct purchase of a solar system (226 kW DC Rooftop Photovoltaic System) and it is reviewing Resonant Energy, LLC's proposed draft contract in Attachment B of the CHA's consulting activity monthly status report. He also noted that the NHA Selection Committee has established a financial plan to make the 10% payment by July 2026 on the solar system in order to safe harbor the tax credits to help reduce its cost.

Matt Zajac then responded to a question in the chat from an attendee. Mr. Zajac briefly discussed the temporary relocation plan, and CHA will provide a copy of it to every resident at Seabeds Way that will be useful to them in the coming weeks. He then discussed financial and budget related items. He concluded his update on the consulting activity of CHA. He announced a staffing change that Christian Abney is departing the CHA next month to attend law school. He reported that the new project manager will be Franny Xi Wu, Project Manager, Planning and Development, CHA, to replace Mr. Abney on the NHA project. He commented that Ms. Wu will attend the next NHA Board monthly meeting to introduce herself and NHA residents also will see her at the next relocation meeting. He thanked everyone for their time.

Chair Foster asked the NHA Board members if they had any questions for Mr. Zajac and there were none. Commissioner Bennet and Vice Chair Flanagan thanked Mr. Zajac, and they expressed their appreciation to him. Chair Foster asked Ms. Gosmon if she had any questions or comments. Ms. Gosmon said no, but she reiterated to everyone that the next resident meeting is coming up in June 2026 to roll out the relocation plan to the Seabeds Way residents.

Chair Foster noted that agenda item "H. 2." would be taken out of order and moved to accommodate guest speakers Betsy Collins from Peabody Properties and Mike Mattos from AHSC when they both had joined later in the meeting, and he introduced them to provide a general update on their consulting activity for the Linden Terrace Phase 1A Redevelopment Project. Chair Foster asked Ms. Collins a question about how they are managing the Linden Terrace Phase 1A Redevelopment Project and how will NHA be managing it from a property maintenance point of view. To answer his question about property management, she replied that part of Peabody Properties response and the RFP that they responded to identify who would be the management company and the management experience. She noted that Peabody Properties will be the property manager for Linden Terrace Phase 1A and Phase 1B, and it brings a lot of experience to that with this as the core business of its development arm. She commented that approximately the remaining 600 employees are all engaged in the property management side. Betsy Collins then reported that they fortunately have received the Notice of Available RAD rents ("NAR"), which is the request that goes in and starts the process to convert the Faircloth rental units into federal public project-based Section 8 housing, and it is done under the HUD

Restore-Rebuild Program. She noted that the Taunton Housing Authority (THA) was identified as having Restore Rebuild Authority (formerly Faircloth Authority), and the Memorandum of Agreement (MOU) was signed between the THA and NHA. She commented that all of this is great news and progress. She explained that NHA, Peabody Properties, and AHSC continue to move forward with the Linden Terrace Phase 1A Redevelopment Project and meeting the HUD Restore-Rebuild Program requirements. She commented that there were a lot of rumors that the HUD Restore-Rebuild Program was going to be terminated. She noted that HUD decided to terminate it on May 12th, 2026. She commented that HUD provided some provisions of projects that were in progress, and NHA, Peabody Properties, and AHSC are fortunate in that they meet the requirements and sunset in with the Linden Terrace Phase 1A Redevelopment Project.

Betsy Collins discussed aspects of the HUD Restore-Rebuild Program's federal process and requirements. Ms. Collins commented that the NAR had to be in place or in the queue to be awarded, and they have it. She also commented on the requirement of 90 days to complete the HUD mixed finance application and approval process. She noted there is a caveat that exempts the NHA from satisfying the 90-day requirement to finish this approval process by having the NAR and an active tax credit application under review, for it to be able to proceed and still move through the Restore-Rebuild process with a path to get the 41 project-based Section 8 units needed for replacement units at the Linden Terrace Phase 1A Redevelopment Project.
Chair Foster added various related comments. He commended Ms. Collins and Mike Mattos. He commented on the positive relationships that they bring to the table. He also made a comment about the NHA's collaboration with the THA.

Chair Foster asked Betsy Collins if there was anything else that she wanted to discuss. Ms. Collins commented that they are submitting one more site readiness application in the first week of June 2026. He then asked Mike Mattos if there was anything that he would like to add to the report. Mr. Mattos agreed with the update provided by Ms. Collins, and he commented that it is positive news. He noted that they are working on applying for the housing choice and site readiness funds due on June 4th, 2026. He provided additional related comments.

Chair Foster added that Bargmann Hendrie + Archetype, Inc. (BH+A) is working on completing the 100% Construction Documents ("CDs"). He noted that there have been a series of more weekly detailed meetings regarding the Linden Terrace Phase 1A Redevelopment Project. He provided additional comments. He thanked Betsy Collins and Mike Mattos. He asked the NHA Board members if they had any questions or comments, and there were none. They all thanked Ms. Collins and Mr. Mattos.

RESIDENT/COMMUNITY INPUT – Covered at the beginning of this meeting.
Ross Donald, Chair of the Linden Chambers Resident Association (LCRA), provided an update on the LCRA activity from a recent meeting. Mr. Donald then commented that he would like to review the landscaping plan. He commented on landscaping activity at Linden St. and Chambers St. He commented on various other matters.

Chair Foster then noted Matt Zajac had joined (remotely via Zoom) the meeting. He asked if anyone else had resident input to go ahead. Sue Biasizzo then thanked Laurie Blake, Resident Services Coordinator of the NHA, for her recent robocall to the residents. She asked when will the residents have their next face-to-face meeting with Matt Zajac and Christian Abney from CHA regarding the Seabeds Way Preservation Project ("SBW Project") and temporary relocation plan. Chair Foster noted Matt Zajac was present, but he asked Ms. Biasizzo to finish the rest of her comments. Ms. Biasizzo also commented that she had noticed a security camera was set up in the Seabeds Way Community Room and expressed concerns about it. She asked why this camera was installed. She made additional related comments and concluded.

Helen Giragosian then asked Commissioner Foster about his reappointment as a member of the NHA Board. He confirmed that his reappointment term is for a 5-year term from 2026 to 2031. He then asked if anyone else had any questions or comments, and there were none.

Chair Foster then noted that there had been two resident comments to address, one relating to the SBW Project and the other one relating to the Linden Terrace Phase 1A Redevelopment Project. He asked Cheryl Gosmon for comment regarding the camera in the Seabeds Way Community Room. Ms. Gosmon commented that this security camera is from a company called Verkada and the NHA is trying out its service, which she likes and can access on her mobile phone. She explained that it was installed to better monitor this community room space because of some recent vandalism that occurred there. He noted that there is a concern about resident privacy regarding this security camera during the test period, which is not on the agenda and perhaps not to be addressed in the meeting. They both made additional related comments.

Chair Foster then announced that Vice Chair Flanagan joined the meeting (remotely via Zoom) at 5:22PM.

As a reminder to everyone, Chair Foster then noted that the NHA is not using any vacant apartment units at Linden/Chambers for any temporary resident relocation during the SBW Project. Chair Foster mentioned that Betsy Collins had not yet joined the meeting, and he would delay questions and comments for her update on the Linden Terrace Phase 1A Redevelopment Project. He then yielded to Matt Zajac for an update on the SBW Project.

<u>DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC</u>

A. Review & Approve:

1. <u>NHA Bill Schedule/Check Warrant</u>

   <u>Motion and Vote</u>

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the May 20, 2026, NHA Bill Schedule/Check Warrant in the amount of $747,847.97.

   <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 5-0-0.

2. <u>HRH LLC Bill Schedule/Check Warrant</u>
   <u>Motion and Vote</u>
   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Berman to approve the May 20, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $38,548.77.

   <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 5-0-0.

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 4/15/2026
2. NHA Special Board Meeting Minutes 5/11/2026
3. Monthly Financial Report – CBIZ
4. NHA Monthly Vacancy & Workorder Report
5. NHA Tenant Accounts Receivable & Aging Report

Chair Foster read aloud the Consent Agenda items. He asked if there were any other items. Ms. Gosmon replied, no. She commented that the CBIZ monthly financial report is comprehensive and her plan is to meet more regularly with Michael Guyder, Managing Director at CBIZ CPAs P.C. They made additional comments regarding the monthly financial reporting package from CBIZ.

<u>Motion and Vote</u>
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the Consent Agenda as submitted.

<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 5-0-0.

C. 2026 Performance Management Review (PMR) – Update
Chair Foster yielded to Cheryl Gosmon who described the purpose of her Memorandum is to provide the NHA Board with a summary and overview of the Executive Office of Housing and Livable Communities (EOHLC) officially published Performance Management Review (PMR) Desk Audit Ratings Summary for the NHA for Fiscal Year ending December 31, 2025. Ms. Gosmon reported that she met recently with the EOHLC's Housing Management Specialist, Robert Pelletier. She noted last year (FY 2025) was NHA's best audit of the PMR review and this year (FY 2026) is the published audit. She also noted that this PMR report will go into the NHA's state annual plan for the public to comment on it. She reported that the NHA passed this PMR with a score of 77. Chair Foster positively commented that the PMR passing score was great and not easy to do with all of the constraints and ambitious plans with the NHA's PRI program.

Chair Foster clarified with Mr. Gosmon that there were no related findings to correct and nothing formally for the NHA and NHA Board to do, which he said was good. They both made additional comments. He asked if the NHA Board had any questions or comments and there were none.

D. HUD Public Housing Assessment System (PHAS) Score Report for Interim

Chair Foster yielded to Cheryl Gosmon who described the purpose of her Memorandum is to provide the NHA Board with an overview of the HUD PHAS, including its operational significance to the NHA, recent changes associated with NSPIRE implementation, and the implications for agency performance, compliance, and redevelopment initiatives. Ms. Gosmon was pleased to report that the NHA passed the HUD PHAS with a total score of 77 out of 100 with the breakdown shown on the PHAS Score Report for Interim that's on page 103 in the board packet, and she reported on it. Chair Foster asked if the NHA Board had any questions or comments. A discussion followed.

E. Review and Approve: Draft NHA Work Order Policy and Procedures

Chair Foster yielded to Cheryl Gosmon to discuss her Memorandum to the NHA Board regarding the draft NHA Work Order Policy and Procedures. She noted that the NHA Work Order Policy and Procedures will be part of the draft NHA Maintenance Plan. She thanked the NHA Deputy Executive Director (D.E.D.) Michael Thorstad and expressed her appreciation to him for his work on this draft policy document, by identifying the priority categories and working with residents on their requested work orders. She provided a comprehensive update on this draft NHA policy and refining the NHA's work order process. She noted there has been an increase in efficiency completing work orders. She discussed changes made in this draft policy's document for the NHA Board's review and approval. Chair Foster asked if the NHA Board had any questions or comments. Positive comments were made by NHA Board members.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the final draft NHA Work Order Policy and Procedures as 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.

F. Review and Discuss: Draft NHA Preventative Maintenance Plan

Chair Foster yielded to Cheryl Gosmon who presented the NHA Comprehensive Maintenance Program & Operations Plan, and Preventative Maintenance Schedule. Ms. Gosmon noted the draft NHA Comprehensive Maintenance Program & Operations Plan needs more work to finalize.

G. Executive Director's Report

Ms. Gosmon delivered an update on "G.1." HUD NSPIRE Inspections - Corrective Action, "G.2." NHA's D.E.D. goals, and "G.3." her Memorandum to the NHA Board regarding the sanitary sewer overflow event that occurred at Captain Robert Cook Drive (CRCD). Chair Foster commented on "G.1.", "G.2.", "G.3.", and "G.5.".

1. HUD NSPIRE Inspections - Corrective Action – Update
2. Deputy Executive Director's Goals
3. Memo to the NHA Board regarding sewer backup at CRCD
4. Memo to the NHA Board on agency activities
5. New Director of Finance Position – Placeholder
6. Draft NHA Parking Policy for Linden/Chambers – Placeholder
7. Draft NHA Parking Policy for Captain Robert Cook Drive, Seabeds Way, and High Rock – Placeholder
8. Housing Opportunity Through Modernization Act (HOTMA) – Placeholder

H. 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
     Chair Foster noted that there will not be a review and approval of a Colantonio Inc. Construction Manager Agreement in this meeting.
2. Linden Terrace Phase 1A Redevelopment Project
   - Update by Peabody & AHSC
3. Monthly Reports:
   - Cambridge Housing Authority
   - AHSC Peabody Developer LLC
4. Administrative
5. New Business: HRE Community Planning Grant

I. Status Updates – Internal Initiatives

Ms. Gosmon delivered a brief update on the Homework Club.

1. Homework Club
2. Residents – Computers

Commissioner Flanagan left the meeting early at 6:41PM.

J. New Business –

- 2025 Audits – Placeholder

Commissioner Foster asked the NHA Board to postpone and reschedule the NHA Annual Meeting to be held at the next regular monthly board meeting on Thursday, June 18, 2026. The NHA Board members agreed, except Commissioner Flanagan who was absent since he had left this meeting earlier. He also asked the NHA Board if it could now have the regular monthly board meeting on Thursday in the third week of each month, because it's been difficult having these on Wednesday in the third week of each month. The NHA Board members agreed, except

Vice Chair Flanagan being absent. Chair Foster stated that he will check with Vice Chair Flanagan regarding this approved change to have the NHA regular monthly board meetings on Thursday of the third week of each month.

K. 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 6:45 PM.

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

The motion carried. The vote was 4-0-1.

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director