REGULAR NHA BOARD & HIGH ROCK HOMES LLC MEETINGS
MEETING MINUTES
Thursday, September 17, 2026, 5:00 PM

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

NHA STAFF:
Cheryl Gosmon, Executive Director & Secretary (remote)
Michael Thorstad, Deputy Executive Director

ABSENT: Janice Bennett, Resident Commissioner

GUESTS:
Margaret Moran, Deputy Executive Director of Dev., Planning and Development, CHA (absent)
Matthew Martin, Deputy Director of Planning and Development, CHA (absent)
Franny Xi Wu, Project Manager, Planning and Development, CHA (remote)
Betsy Collins, Vice President, Development, Peabody Properties (remote)
Michael Mattos, President & Executive Director, AHSC (remote)

Chairman Foster called the meeting to order at 5:00 PM. He called the Roll of Commissioners with four of the five commissioners reporting present on Thursday, September 17, 2026, for the Needham Housing Authority (NHA) Board & HRH LLC regular monthly board meeting: Reginald Foster, Jim Flanagan, Amanda Berman, and Geoff Engler, not Janice Bennett who is absent. Chair Foster noted a quorum. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Friday, September 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 people requesting it.

This is a Hybrid meeting 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 noted that Commissioner Flanagan is attending virtually (via Zoom), which means all NHA Board votes will be by roll call vote in this meeting. He also noted that Commissioner Bennett can't attend this meeting. He then asked if there were any other people online because there will be reports from both the Cambridge Housing Authority (CHA) and the NHA's development partners from AHSC Peabody Developer LLC. The NHA Deputy Executive Director, Michael Thorstad, confirmed that Commissioner Flanagan, the NHA Executive Director (E.D.) Cheryl Gosmon, some residents, the guests Betsy Collins from Peabody Properties (Peabody) and Mike Mattos from Affordable Housing & Services Collaborative (AHSC), and others were attending online for today's meeting.

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

Chair Foster noted that agenda item "E. 2." would be taken out of order and moved to the first agenda item to accommodate the guest speakers Betsy Collins from Peabody Properties and Mike Mattos from AHSC for them to give a status update on the Preservation & Redevelopment Initiative (PRI) known as the Linden Terrace Phase 1A Redevelopment Project. Chair Foster noted that the NHA E.D. Ms. Gosmon has called in while she is on a well-earned vacation for a few days, and he's grateful for her attending this meeting. He asked Ms. Collins and Mr. Mattos to introduce themselves. Mr. Mattos introduced himself, first. Ms. Collins introduced herself, second.

Ms. Collins presented a PowerPoint presentation on the Linden Terrace Phase 1A Redevelopment Project. Ms. Collins shared the good news about Lieutenant Governor Kim Driscoll's recent Linden Terrace site visit where she announced the Executive Office of Housing and Livable Communities (EOHLC) Funding Award. The Financing Award includes federal and state Low-Income Housing Tax Credit (LIHTC), EOHLC Subordinate Debt, and requested additional Massachusetts Rental Voucher Program (MRVP). She added related comments. She noted that there are some amounts of funding still to be committed by EOHLC and MassDevelopment. She noted that the Site Readiness Grant and a Housing Choice Grant financing is still expected to be awarded sometime in September 2026.

Ms. Collins reported that a Resident Meeting took place for the Linden Street residents at the NHA's Linden/Chambers Community Room on September 9, 2026, which was collaboratively held by the NHA, AHSC, Peabody Properties, and relocation consultant HousingToHome (HTH). She explained that they provided informative information about the relocation process to the residents of Linden Street who attended this Resident Meeting. She noted that the HTH relocation representatives are onsite at Linden Street, and they are scheduling and having an individual assessment meeting with each Linden Street resident onsite for them to understand their individual needs, handicap accessibility, proximity to appointments and other commitments to continue, and answer questions about where to temporarily relocate and when to move. She noted that the HTH relocation representatives have completed interviews with sixteen residents to date, which occurred on September 16, 2026, and September 17, 2026. She commented that the HTH relocation representatives are scheduling to have the remaining half of the Linden Street residents come next week to meet and complete their individual assessment interview.

Ms. Collins provided an update on next steps which include securing financing commitments/term sheets from Boston Financial (LIHTC Investor), Citizens Bank (Construction Lender), and Massachusetts Housing Partnership (MHP). She noted that Citizens Bank will order an appraisal possibly in October 2026, and it will provide a couple other deliverables. She commented that they are all excited to be involved in the Linden Terrace Phase 1A Redevelopment Project. Ms. Collins also reported that the HUD Restore-Rebuild Mixed Finance Application draft was submitted in August 2026 under the U.S. Department of Housing and Urban Development (HUD) Restore-Rebuild program. She reported on additional supporting documents for this submission.

Ms. Collins discussed the next steps. She added that updated construction pricing from the general contractor (NEI) is under review. She shared that an introductory meeting took place with the Town of Needham's Building Commissioner and NEI General Contracting. She commented that the NHA, Peabody Properties, and AHSC are trying to schedule a targeted financial closing date in February 2027 or March 2027, and then a construction start date. She added related comments.

Chair Foster asked the NHA Board members if they had any questions. A lengthy discussion followed. Chair Foster thanked Ms. Collins and Mr. Mattos, and he expressed his appreciation to them for their work.

RESIDENT/COMMUNITY INPUT

Sue Biasizzo commented that she had hoped for a response to some of her and other Seabeds Way residents' community questions in August 2026. Ms. Biasizzo then explained that she sent an email to Chair Foster and Commissioner Flanagan last week and asked them to forward it to all the NHA Board members and Ms. Gosmon. She asked Chair Foster if he had received her email sent to him and if that was done. She discussed her email's questions about whether the NHA is considering to lease washers and dryers for the empty units where she and the other Seabeds Way residents will be temporarily relocating to live, and why it has taken so long to hire people for the NHA's various vacant staff job openings. Chair Foster replied that they received her email. He asked Ms. Biasizzo if she had any other comments. Ms. Biasizzo replied no, and she wanted to have a response to her questions and concerns. Ms. Biasizzo asked Chair Foster if he could provide a response to her questions in this meeting, and he replied apparently not. Ms. Gosmon commented to Ms. Biasizzo and the other residents that they should meet with her, as the NHA's E.D., to talk about these matters, issues, and any of their concerns. Ms. Biasizzo and Ms. Gosmon added related comments.

Ross Donald stated that he is the President of the Linden Chambers Resident Association (LCRA). Mr. Donald expressed his concerns about various matters, including bedbugs, another resident, and the letter of warning (Formal 30-Business-Day Warning and Notice of Required Corrective Action) that he as an LCRA member received from the NHA.

Cynthia Sabbagh discussed the petition that she and other Seabeds Way residents had signed and submitted. Ms. Sabbagh gave a copy of their petition to the NHA Board members and Ms. Gosmon at the previous NHA Board monthly meeting (on August 20, 2026). She added related comments. She expressed her concerns about various other matters. Chair Foster thanked her.

Brian Keaney appeared in person at the NHA Board meeting. Mr. Keaney read aloud his lengthy prepared statement about his experience as a landlord who has a tenant with a Housing Choice Voucher (Section 8). He expressed his displeasure about Section 8 payment standards. Chair Foster briefly commented, and he thanked Mr. Keaney for his comments. Chair Foster informed Mr. Keaney that he can file a grievance with the NHA regarding his experience, and the documentation for this is on its website. Another resident commented on this matter and expressed concerns about it.

Chair Foster asked if anybody else in attendance in the room and online had any other comments, and there were none.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review and Approve:

1. NHA Bill Schedule/Check Warrant
   Motion and Vote
   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the September 17, 2026, NHA Bill Schedule/Check Warrant in the amount of $365,355.55.

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

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 September 17, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $29,596.65.

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

B. The Consent Agenda:

1. NHA & HRH LLC Monthly Board Meeting Minutes 8/20/2026
2. Monthly Financial Report – CBIZ
3. NHA Monthly Vacancy & Work Order Report
4. NHA Tenant Accounts Receivable & Aging Report
   Chair Foster asked the NHA Board members if they would like to discuss any of the Consent Agenda items. Commissioner Engler discussed Consent Agenda item "B. 4. NHA Tenant Accounts Receivable". Commissioner Engler noted it seems that the NHA is not collecting a lot of rent from some of the NHA properties, including High Rock Estates (85.5%), High Rock Estates 2 (71.0%), and Seabeds Way (81.8%). He commented that a lot of tenants expect services and responsiveness as they should, but it is difficult for the NHA to fund those when some tenants aren't paying their rent. He added related comments. A discussion followed.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler, the NHA Board approved the Consent Agenda items, 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; and Commissioner Berman votes aye.
The motion carried. The vote was 4-0-0.

C. Review and Approve:

1. Director of Financial Operations Position
   Chair Foster asked Ms. Gosmon and Commissioner Berman if either one or both of them could lead this agenda item. Commissioner Berman explained that the draft job description for the Director of Financial Operations position has been reviewed by the NHA Board subcommittee consisting of herself and Chair Foster, and worked on by Ms. Gosmon. They have been discussing the best way to start to implement the candidate search process. She noted that Ms. Gosmon has been doing a lot of research and looking at what other housing authorities have in terms of a similar type of role and associated job description. She added additional comments.

   Chair Foster asked Ms. Gosmon if she had anything to add. She noted that this job description is good to use to hire a qualified candidate for that position.

   Commissioner Berman asked if the job description's deadline date can be changed from September 30, 2026, to October 31, 2026, or until the position is filled. She added related comments.

   Motion and Vote
   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler, the NHA Board approved the final draft job description for the Director of Financial Operations position, subject to changing the deadline date to October 31, 2026, or until the position is filled.

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

D. Executive Director's Report

Ms. Gosmon delivered an update and reported on agenda items "D. 1." and D. 2."

1. HUD NSPIRE Inspections - Corrective Action – Update
2. Newton Community Development Foundation (NCDF) – Status Update
3. Draft NHA Section 8 Program Administrative Plan – Placeholder

4. Draft NHA Comprehensive Maintenance Program & Operations Plan – Placeholder
5. Draft NHA Reasonable Accommodation Policy – Placeholder
6. Draft NHA Cyber Security Policy – prepared by TeamLogicIT – Placeholder

E. Status Updates and Approvals: Preservation & Redevelopment Initiative (PRI) – partially covered earlier in this meeting

1. Seabeds Way Preservation Project
   - Project Update by CHA

     Franny Xi Wu joined (via Zoom) the meeting approximately at 6:10 PM.

     Ms. Xi Wu presented the CHA monthly consulting activity status report (dated September 17, 2026) to the NHA Board regarding the Seabeds Way Preservation Project. She reported that CHA submitted the Financing Plan to HUD and it's reviewing it. She explained when the HUD's transaction manager completes the review of the Financing Plan then HUD would issue the RAD Conversion Commitment (RCC), which is its formal approval of the conversion and financing that CHA is hopeful for the NHA to receive by late September 2026 or early October 2026, as the next milestone. She commented that once this occurs, the closing package can be submitted then move to closing.

     Ms. Xi Wu reported on design and construction updates. She explained that the Town of Needham's Conservation Commission has been concerned about a historic large tree at Seabeds Way, which prefers the NHA to only trim but not remove it to accommodate Eversource's utility pole installation for the electric upgrade on site there. She noted that the NHA and the CHA's construction team consulted with the architectural firm of Bargmann Hendrie + Archetype, Inc. (BH+A) and Eversource, and they worked with ConComm to agree on a revised plan that allows only trimming the tree. Following preliminary approval last week, she commented that the CHA and NHA are assembling additional submission materials that include a professional arborist's report for a vote at ConComm's hearing next week (on September 24, 2026).

     Ms. Xi Wu reported that the general contractor, Colantonio Inc. (Colantonio), and the CHA's construction team are finalizing the Construction Management contract.

     Regarding financing, Ms. Xi Wu noted that the NHA was awarded $250k grant funding under the HUD's Fiscal Year 2026 Capital Fund Emergency Safety and Security Grant Program (ESSG), which is a one-time grant for safety and security improvements at the NHA owned federal property. She noted that the ESSG program grant funding is exempt from the Build America, Buy America (BABA) requirements, and BH+A is reviewing the SBW Project's scope to determine if any part could be funded by it.

Ms. Xi Wu reported that the CHA and NHA are working to provide the financial documents that the lenders require, including audits, property-level financial statements, documentation of the NHA's cash and assets, and the closing requisition listing all invoices paid on the SBW Project to date and the funding source for each. She commented that the interest rates are trending upward, and both the construction and permanent lenders are underwriting with a rate cushion until the rate locks at closing. She noted that the CHA has recalibrated the SBW Project's proforma and the budget still balances, even though the margin is thin. To close the gap, she commented that the NHA and CHA are assuming a greater investment in construction-period cash flow and a larger deferred developer fee. A lengthy discussion followed.

2. Linden Terrace Phase 1A Redevelopment Project
   - Project Update by Peabody & AHSC – covered earlier in this meeting
3. Monthly Reports: Cambridge Housing Authority (CHA) and AHSC Peabody Developer LLC
4. HRE Community Planning Grant - Placeholder
5. Administrative

F. Status Update – Internal Initiatives
Chair Foster noted there are no new internal initiatives.

G. New Business –
1. 2025 Audits - HRH Draft – Placeholder

Commissioner Flanagan left the meeting early.

Informational Items
- NHA letter; Re: Linden Terrace Phase 1A Development Announcement
- EOHLC – Public Housing Notice 2026-11: FY27 LHA Budget Guidelines (8/31/26)
- NHA Public Participation Policy in NHA & HRH LLC Board of Commissioners Meetings

H. 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 6:33 PM.

Chair Foster called the roll of Commissioners in favor of this motion:
Commissioner Foster votes aye; Commissioner Flanagan absent; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 3-0-1.

Respectfully submitted by:
Michael Thorstad, Deputy Executive Director