REGULAR NHA BOARD & HRH LLC MEETINGS
MEETING MINUTES
Wednesday, November 19, 2025, 5:00 PM

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

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

GUESTS:
Matthew Zajac, Deputy Director, Planning and Development, (CHA) (remote)
Christian Abney, Project Manager, Planning and Development, (CHA) (remote)
Dan Chen, Principal, Bargmann Hendrie + Archetype, Inc (BH+A) (remote)
Ben Wilson, Principal, Bargmann Hendrie + Archetype, Inc (BH+A) (remote)

Chairman Foster called the meeting to order at 5:03 PM. He called the roll of Commissioners with four of the five reporting present on Wednesday, November 19, 2025, for the Needham Housing Authority (NHA) Board & HRH LLC Regular monthly meeting: Reg Foster, Jim Flanagan, Janice Bennett, and Geoff Engler. He noted Commissioner Amanda Berman is absent. He also noted a quorum of four commissioners. He noted for the record that this 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. 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.

He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated November 14, 2025, setting forth the date, time, and place of this meeting. The said notice was filed with the Clerk of the Town of Needham and provided to those who requested it. He introduced the guests for today's meeting, Matt Zajac, Christian Abney, Dan Chen, and Ben Wilson.

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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 noted that agenda item G., 1. would be taken out of order and moved to the first agenda item to accommodate the guest speakers from the Cambridge Housing Authority (CHA), and he delivered a brief update on the following items.

Chair Foster recognized Matt Zajac, Deputy Director, Planning and Development of CHA, who provided an overview and status update on the Seabeds Way Preservation & Modernization Project (SBW) which was divided into six categories: CHA's (1) interaction with the U.S. Dept. of Housing and Urban Development (HUD) reopening after being closed and scheduling a concept call with HUD; (2) work with the architectural firm BH+A on the current construction design plans for renovation and BH+A's provided 25% construction documents (CDs) cost estimate at CHA's set budget after some quality control work that's a positive sign for the ability of the SBW project to move forward, and BH+A working on 50% CDs; (3) interaction with the Town of Needham on approvals and negotiations; (4) work on relocation planning; and (5) work on financing.

Chair Foster noted that CHA's regular monthly written report was in the NHA board packet that provides additional detail on the Seabeds Way Preservation & Modernization Project and basically covers the same topics. A general discussion followed. Chair Foster expressed his appreciation to Mr. Zajac.

Chair Foster announced that agenda item C. was taken out of order to accommodate the guest speakers Mr. Ben Wilson and Dan Chen who are Principals of Bargmann Hendre + Archetype, Inc (BH+A). He then recognized Mr. Wilson who stated that he is working with the CHA and NHA on the Seabeds Way Preservation & Modernization Project. He discussed the hazardous and environmental conditions of concern regarding mastic or adhesive used under the floor tiles in the living space. He also discussed the hazmat issue, process of renovation, and any asbestos material remediation and abatement that's required for an environmentally controlled and regulated process of removal and disposal by a qualified contractor following defined regulations, standards, and a regulated process of the U.S. Dept. of Labor's Occupational Safety and Health Agency (OSHA) and the state environmental agency to develop a work plan. He commented that BH+A started this process and worked with the background of an earlier properties condition report that included a limited hazardous materials study and analysis. He commented that CHA procured a consultant to conduct a more thorough environmental review that's based on all the HUD requirements, which get deep into the hazardous environmental conditions of concern, specifically asbestos, lead, and radon in the living space. He commented that this process is starting and the residents will probably be seeing consultants doing testing and sampling for various materials around and in the buildings. He noted the previous property conditions reports analysis identified three areas that are common or typical conditions related to the mastic or adhesive used to secure the floor tile or carpet to the structure below, which will be removed after the testing and regulations determine what's required to abate in the process of renovation. He commented that any hazardous material will be captured and contained from being dispersed into the environment for disposal. He provided additional related comments.

Mr. Wilson then deferred to Mr. Chen, another Principal of BH+A, who discussed the demolition process of the buildings at Linden Street and Chamber Street as a complete tear down. Mr. Chen noted the Asbestos Containing Material Report (ACM) was issued in March 2022 when BH+A first started the project. He commented, as part of that process, generally the abatement starts as a full demolition on the interior of the project, which will be completely captured and monitored daily through a monitoring company such as UEC that's a consultant to BH+A. He commented that the material will be removed by licensed professionals and taken to licensed sites for disposal, and air samples around the surrounding areas are taken daily. He commented that the primary mitigation method is watering down the dust done by the licensed demolition contractors during the demolition of the exterior of the project, and it is a fairly rigorous process. He noted samples were taken at Linden Street and Chambers Street. He noted, in general, the samples identified mastic joint compounds in the dry walls with some found in the maintenance buildings, including the one story maintenance building south to the side at Linden Street. He noted the majority of asphalt roof shingles were not hot with some exceptions around the chimney. He noted that the asbestos elements per the ACM report, or the expert, are stable unless disturbed by renovations and demolitions. He provided additional related comments. Mr. Wilson provided additional related comments. A general discussion followed. Chair Foster expressed his appreciation to Mr. Wilson and Mr. Chen.

<u>RESIDENT/COMMUNITY INPUT</u>

Chair Foster recognized resident Helen Giragosian who asked if it is possible for a field trip to be planned to see Walnut Knoll located in Foxboro, MA. He provided response comments.

He then recognized resident Kalpana Shah, who suggested that input from the members of the Linden Chambers Resident Association (LCRA) should be last in the NHA Board regular monthly meetings. She provided additional comments. Chair Foster provided response comments to her suggestion.

Chair Foster then recognized Ross Donald, who is a resident and Chair of the LCRA. Mr. Donald provided comments on the landscaping and leaf blowing work done by the NHA maintenance staff at Linden Street and Chambers Street. He also provided an update on the LCRA's activities. He noted the LCRA has met and removed a member in a recent meeting. He provided comments on various other matters. Chair Foster provided response comments.

Chair Foster then recognized Marlene Costa, who is a resident and Treasurer of the LCRA. Ms. Costa commented on various matters.

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

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant

   <u>Motion and Vote</u>

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the November 19, 2025, NHA Bill Schedule/Check Warrant in the amount of $543,762.68.

   <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 was absent.

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

2. HRH LLC Bill Schedule/Check Warrant

   <u>Motion and Vote</u>

   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the November 19, 2025, HRH LLC Bill Schedule/Check Warrant in the amount of $32,824.95.

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

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 10/16/2025
2. NHA Special Board Meeting Minutes 10/29/2025
3. Milne, Shaw & Robillard, PC Monthly Accountant's Report
   - Tenant Accounts Receivable Quarterly Report
   - NHA 400-1 September 2025 Quarterly Statement
   - NHA 689-1 September 2025 Quarterly Statement
   - NHA September 2025 Modernization Cost Report
4. NHA Monthly Vacancy & Workorder Report
5. NHA Tenant Accounts Receivable Report
6. NHA Tenant Accounts Receivable & Aging Report

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett, 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 Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman was absent.
The motion carried. The vote was 4-0-1.

C. Review and Discussion: Recent Hazmat Reports –
Chair Foster noted this agenda item was covered earlier in the meeting.

1. Linden/Chambers (Dan Chen)
2. Seabeds/Cook (Ben Wilson)

D. NHA Policies:
Chair Foster deferred to Ms. Cheryl Gosmon who discussed the draft NHA Common Areas Policy. Ms. Gosmon stated that she sent a memorandum to the NHA Board that outlined the reason for this policy, and a copy of it was included in the board packet. She described the need, purpose, and scope of this policy.

1. **Review & Approve: Draft NHA Common Areas Policy –**
   Motion and Vote
   Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve the NHA Common Areas Policy as submitted.

   Chair Foster commented that, as a reminder, when the NHA Board adopts a new policy, they don't assume it is 100% perfect, which can be modified in the future if something about it is overlooked or an aspect isn't working during implementation.

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

2. **Review & Discuss: Draft NHA Private Use of Community Room Policy** – Chair Foster and Ms. Gosmon provided brief comments related to the draft NHA Private Use of Community Room Policy.

3. **Review & Approve: Draft NHA Community Room Harmony Guidelines** – Chair Foster deferred to Ms. Gosmon who noted that the draft NHA Community Room Harmony Guidelines was developed by Laurie Blake, Resident Services Coordinator of the NHA. She explained the need and reasons for this policy. She recommended for the NHA Board to review and approve this policy. A general discussion followed.

   <u>Motion and Vote</u>
   Upon a motion duly made by Commissioner Engler and seconded by Commissioner Flanagan to approve the NHA Community Room Harmony Guidelines 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 was absent.
   The motion carried. The vote was 4-0-1.

E. Executive Director's Report
Ms. Gosmon delivered an update on the following items:
1. Introduction of NHA's Deputy Executive Director, Michael Thorstad
2. Update on proposed IT contractors
   - TeamLogic IT, Robert Mungovan
   - bnmc, Roger Michelson
   - Tech Wave Group, Ryan Brathwaite
3. Draft - NHA Parking Policy for Linden, Chambers, Captain Robert Cook Drive, and Seabeds Way – Placeholder
4. Draft - Admissions and Continued Occupancy Policy (ACOP) and Housing Opportunity Through Modernization Act (HOTMA) – Placeholder
5. Housing Opportunity Through Modernization Act (HOTMA) – Placeholder

F. Financial Services Updates
Chair Foster delivered an update on the following items:

1. Fee Accounting Services Update
   Chair Foster noted the accounting firm CBIZ will be taking over for Milne, Shaw & Robillard, PC that's not renewing its contract with the NHA for fee accounting services. He also noted that the subcommittee viewed CBIZ as being a highly advantageous choice.
2. Auditor Services Update
   Chair Foster reported that CBIZ, formerly Marcum, will be stepping down as auditor for the NHA. He commented that the NHA will need to find a new auditor through the bidding process. Chair Foster commented that he and Vice Chair Flanagan are recommending the NHA Board form a selection subcommittee to consist of himself, Ms. Gosmon, and Commissioner Berman (Treasurer) to review the proposals received.

G. Preservation & Redevelopment Initiative (PRI) – partially covered earlier in the meeting

Chair Foster noted earlier in the meeting that agenda item G., 1. was covered, and he delivered an update and provided comments on the following items that weren't discussed.

1. Seabeds Way Preservation & Modernization Project
   CHA's Mr. Zajac provided a status update on this project at the beginning of this meeting. Chair Foster noted that the NHA needs in place the NHA Development Corporation that's a wholly owned 501(c)(3) non-profit organization, and the NHA received the IRS approval for this business entity. He commented that the NHA will need to use the NHA Development Corporation with this project. He provided additional comments.
2. Linden Terrace Phase 1A Redevelopment Project.
   Chair Foster provided a brief update. He noted that the Notices of Funding Availability (NOFAs) have come out for the Winter 2026 tax round, and the preliminary applications are due on December 2, 2025. He commented that the NHA is in the final stages of strategically deciding whether to submit another pre-application or take a pass.
3. $788k CPA Funding Grant Application
   Chair Foster reported that the CPA Funding Grant Application for $788k was submitted on time and the process has started.
4. Monthly Reports: Cambridge Housing Authority (CHA) and AHSC Peabody Developer LLC
5. Administrative

H. New Business –

1. **Approve Affirmative Action Goal in Tenant Selection in state-aided public housing**
   Ms. Gosmon provided information and discussed details on this agenda item.
   <u>Motion and Vote</u>
   Upon a motion duly made by Commissioner Engler and seconded by Commissioner Bennett to approve the Affirmative Action Goal in Tenant Selection in state-aided public housing.

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

2. **2025 Executive Director Performance Review Process and Schedule**
   Chair Foster noted that the NHA Board does an annual performance evaluation of the NHA Executive Director. He described the process for this and mentioned the form used for each NHA Board member must use and fill-out.

<u>**Informational Item**</u> –

- NHA Website – Signed Proposal

I. Adjournment of the Regular NHA & HRH LLC Meetings
<u>**Motion and Vote**</u>
Upon a motion duly made by Chair Foster and seconded by Commissioner Flanagan to adjourn the meeting at 7:08 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 was absent.
The motion carried. The vote was 4-0-1.

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director