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

Wednesday, April 15, 2026, 5:00 PM

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

Chairman Foster called the meeting to order at 5:01 PM. He called the Roll of Commissioners with four of the five commissioners reporting present at the start of this meeting on Wednesday, April 15, 2026, for the NHA & HRH LLC regular monthly meeting: Reg Foster, Jim Flanagan, Janice Bennett, and Geoff Engler. He noted Commissioner Amanda Berman will join (remotely via Zoom) sometime during this meeting due to another commitment. He noted a quorum. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Friday, April 10, 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 also noted that Commissioner Berman was re-elected to a 5-year term as a Commissioner of the NHA Board. He then introduced the guests for today's meeting: Betsy Collins from Peabody Properties, Matthew Zajac from CHA, and Christian Abney from the CHA. He noted that guest Mike Mattos from AHSC will not be attending this meeting due to another commitment.
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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 "E. 1." would be taken out of order and moved to the first agenda item to accommodate guest speaker Matt Zajac of CHA. He introduced Mr. 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 to the NHA Board dated April 8, 2026, that's in the board packet. He reported on the U.S. Department of Housing of Urban Development (HUD) repositioning, design and construction, relocation and draft relocation plan, and financing of the SBW Project.

Matt Zajac reported that, in terms of the design and construction process once bids come in on April 24, 2026, CHA and NHA are forming an evaluation committee that will have members from both the CHA and NHA. Mr. Zajac asked Chair Foster if he wanted him to announce who the members of the selection committee will be from CHA and NHA. Chair Foster responded "yes" and asked Mr. Zajac to name the recommended or proposed members of the selection committee from CHA, who are himself, Jeff Pierre-Louis (Construction Project Manager of CHA), and Bryan Mah (Deputy Director of Planning and Development for Construction). Mr. Zajac discussed the intended activity of this committee. Chair Foster commented that he and Mr. Zajac discussed that CHA is recommending or proposing another member of the selection committee would be Ben Wilson, Principal Architect from Bargmann Hendrie + Archetype, Inc. (BH+A). Chair Foster stated the recommended or proposed selection committee members from the NHA are Cheryl Gosmon, Executive Director (E.D.), and Greg Gillis, Director of Maintenance and Facilities. He also proposed Commissioner Engler to complete the members of this selection committee. Chair Foster and Mr. Zajac provided additional related comments.

Mr. Zajac then reported that CHA solicited a proposal from WSP, a large national engineering and professional services consulting firm, for building commissioning services through CHA's existing House Doctor contract with WSP. He discussed the proposed reimbursable request # 23 for WSP's building commissioning services at Seabeds Way that was prepared by CHA, which is attached as Exhibit A (consisting of a coversheet and proposal from Scott Petit, Senior V.P. and Director of Commissioning of WSP) to the CHA consulting activity monthly status report. He noted the WSP Commissioning Services Fee of $49,700 and CHA's Administrative Fee (10% of Contract) of $4,970, for a total cost of $54,670. He stated CHA's recommendation is that this is a reasonable proposal from WSP that should be accepted but requires NHA Board action to approve it, and CHA's reimbursable request (# 23 for WSP's building commissioning services at Seabeds Way) document if approved by the NHA Board (to be executed between CHA and NHA by the signatures of CHA's Deputy Executive Director for Planning and Development, Margaret Donnelly Moran, and NHA's E.D. Ms. Gosmon). He provided additional related comments. Mr. Zajac then concluded his update on the CHA's consulting activity for the SBW Project to the NHA Board, and he then asked if there were any questions for him.

Chair Foster commented on some directly related items. First, he reported that the NHA is still on track to close the financing on the SBW Project sometime before the end of June 2026. Chair Foster asked Mr. Zajac to affirm this and he did. A discussion followed. Second, he reported that the NHA applied for a CPA (Community Preservation Act) funding request from the Needham Community Preservation Committee (CPC) for $804K to support roof replacements and solar-readiness electrical upgrades on the buildings at Seabeds Way, and the CPC recommended this grant award to the NHA. He provided additional related comments. He then asked if the NHA Board had any comments or questions. Commissioner Bennett made a positive related comment, but there were none from the other NHA Board members. He then asked if the other attendees, including Seabeds Way residents, had any questions, who were online or at this meeting in-person. He recognized resident Carol Briggs, who commented on various aspects of the SBW Project. Both Chair Foster and Mr. Zajac provided related response comments to her. He then recognized Sue Biasizzo, who asked about the temporary tenant relocation plan and expressed concerns on where she and other residents of Seabeds Way would temporarily transfer or relocate to. She also asked about parking. Both Chair Foster and Mr. Zajac provided related response comments to her. Chair stated there were no other comments.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett for the NHA Board to approve a Selection Committee comprising of Ben Wilson from BH+A, Matt Zajac from CHA, Bryan Mah from CHA, Jeff Pierre-Louis from CHA, NHA's E.D. Cheryl Gosmon and Director of Maintenance and Facilities Greg Gillis, and NHA Commissioner Geoff Engler.

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.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Geoff Engler for the NHA Board to approve the CHA's prepared "Reimbursable Request Number #23 for Commissioning Services for the Preservation of Seabeds Way" and WSP's contract proposal titled "Building Commissioning Services Proposal, CHA – Seabeds Way Preservation & Modernization" at Seabeds Way, which are attached as "Exhibit A: Reimbursable Request for WSP Building Commissioning Services" to the CHA Consulting Activity Status Report to the Board dated April 8, 2026 (in the board packet), 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.

Chair Foster and the other NHA Board members thanked Mr. Zajac, and they expressed their appreciation to him.

Chair Foster then noted that agenda item "E. 2." would be taken out of order and moved to the next agenda item to accommodate guest speaker Betsy Collins from Peabody Properties. He noted Mike Mattos, from AHSC, had another commitment. Ms. Collins provided an update on the consulting activity for the Linden Terrace Phase 1A Redevelopment Project. She noted that, as discussed in the previous NHA Board regular monthly meeting (held on March 18, 2026), two funding applications were submitted, on behalf of the NHA, by the NHA's development partners

Peabody Properties and AHSC for the Linden Terrace Redevelopment Project to EOHLC, which were the Affordable Housing Competition for Rental Projects "Winter 2026 LIHTC Rental Round" funding application and the Public Housing Innovations (PHI) funding application. She reported that Peabody Properties and AHSC are preparing to submit two additional applications (on behalf of the NHA) for housing work(s) and site readiness, both of which were awarded to the Linden Terrace Phase 1A Redevelopment Project of approx. $500K each. She commented that the original awards have a short timeframe. She provided additional related comments.

Ms. Collins mentioned one of the challenges with the Linden Terrace Phase 1A Redevelopment Project, as a threshold that had to be achieved, is to find a long-term rental subsidy for the 40 existing units that will be demolished and rebuilt, which will keep the 40 replacements units deeply affordable, so the current and future residents living there will still have the same rental assistance to augment their rent that they pay. Ms. Collins commented that it's hard to find 40 units for project-based rental assistance. She noted the identified mechanism was to take Faircloth authority that HUD issues to a housing authority to reposition and redevelop existing federal housing. She provided additional related comments.

Ms. Collins noted that Peabody Properties, AHSC, and NHA are using HUD's Restore-Rebuild Program for the Linden Terrace Phase 1A Redevelopment Project to build it and mobilize and use those rental assistance Faircloth units. She discussed the HUD Restore-Rebuild Program's federal process and requirements for a housing authority to use Restore Rebuild Authority (formerly Faircloth Authority) to build a new project and create new public housing at the same levels of rental assistance. She provided additional related comments.

Ms. Collins then reported on the NHA's collaboration with the Taunton Housing Authority (THA). She mentioned that the NHA Board has received a copy of the proposed draft document titled Memorandum of Agreement, Restore-Rebuild Program, NHA/THA, which is in the board packet that's referred to as the "NHA-THA MOU" with a signature page to be signed and executed by and between the parties: NHA and THA, and acknowledged and agreed to by AHSC Peabody Developer LLC (AHSC Peabody), and acknowledged and consented to by HUD. She commented that the NHA and THA are continuing to collaboratively work on this agreement to utilize its Faircloth authority for the Linden Redevelopment project, and hopefully deploy 41 units of Restore Rebuild 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. She provided additional related comments then concluded her update on the consulting activity by Peabody Properties and AHSC for the Linden Terrace Phase 1A Redevelopment Project. Chair Foster provided additional comments. He noted the draft NHA-THA MOU went through several iterations and reviewed by NHA's legal counsel, Klein Hornig LLP. He thanked Ms. Collins and expressed his appreciation to her. He then asked for questions and comments from the NHA Board members first, residents of Linden/Chambers second, and all other attendees last. A discussion followed.

<u>Motion and Vote</u>

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler for the NHA Board to approve the near final draft of the NHA-THA MOU, under the HUD Restore-Rebuild Program, between the NHA and THA, subject to correcting some immaterial typos, 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.

Chair Foster and Commissioner Berman confirmed that she had joined the meeting remotely (via Zoom) at 5:55 PM.

RESIDENT/COMMUNITY INPUT

Resident Helen Giragosian provided an update on the resident raised garden club's ongoing rehabilitation and rebuild of the raised garden beds at Linden/Chambers Street. She thanked Ms. Gosmon, Mr. Gillis, and John Schlittler, Chief of Police of the Needham Police Dept., for their time and effort given in support of this community project's improvement and making it "come to fruition". Chair Foster thanked her.

Resident Cynthia Sabbagh expressed her concerns about a buzzing noise that occurred over the past month from the existing fire alarm system at building 26 (aka bldg. 8) with inground wiring connected to a wire box on building 40 (aka bldg. 9) at Seabeds Way. Ms. Sabbagh commented that the buzzing noise was off now, but it had affected her health. She asked if this fire alarm system could be dismantled or shut off, and if not then would like a permanent resolution to remedy the reoccurring buzzing noise. Chair Foster commented that it was the first time hearing about this matter and he sincerely apologized to her for it. He asked Ms. Gosmon if she had any comment. Ms. Gosmon asked Greg Gillis to provide related information on this matter. Mr. Gillis explained the potential cause for the buzzing noise related to this fire alarm system that cannot be disconnected because it's a life safety system and working as designed. A discussion followed.

Resident Carol Briggs also expressed her concern about the buzzing noise related to the fire alarm system at Seabeds Way. Ms. Briggs commented that she put in a work order related to this matter. Chair Foster provided response comments to her.

Resident Ross Donald asked about the SBW Project's planned roof replacement for a new roof and solar panels, and if the NHA and NHA Board have looked into other contractors and financiers, financing, and related insurance. Chair Foster provided response comments to him. Mr. Donald commented on various other matters.

Resident Marlene Costa expressed her concerns about the fire alarm system at Seabeds Way, and agenda item "C.2" draft NHA Parking Policy for Linden Street and Chambers St. that's under review for discussion by the NHA Board and residents later in this meeting.

Resident Jim Burke asked about the cost for replacing the fire alarm system at Seabeds Way. Chair Foster provided response comments to him regarding this matter.

<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 Bennett to approve the April 15, 2026, NHA Bill Schedule/Check Warrant in the amount of $478,832.98.

   <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 Engler to approve the April 15, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $43,746.60.

   <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.

Chair Foster noted to Commissioner Berman that, earlier in the meeting, he had announced her successful reappointment to the NHA Board as a commissioner. He then noted agenda item "F." in its entirety would be taken out of order and moved. He thanked the NHA's Family Self-Sufficiency Coordinator Elena Choy for her FSS Quarterly Report (agenda item "F.1.") and Resident Services Coordinator Laurie Blake for her RSC Quarterly Report (agenda item "F.2") that are in the board packet. He expressed appreciation to them for their work and Ms. Gosmon's leadership. Ms. Gosmon thanked him, and she also expressed her appreciation to them for their positive work. Ms. Gosmon commented on Ms. Blake's important work activities and accomplishments. The NHA Board expressed their appreciation to them for their work, as well.

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 3/18/2026
2. Monthly Financial Report – CBIZ
3. NHA Monthly Vacancy & Workorder Report
4. NHA Tenant Accounts Receivable & Aging Report

Chair Foster asked if any of the Consent Agenda items needed to be pulled out for discussion by any of the NHA Board of Commissioners. They confirmed no.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve 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 Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

C. Policy Update

1. Review and Discuss: Draft NHA Work Order Policy and Procedures
   Chair Foster yielded to Ms. Gosmon who explained the purpose of the draft NHA Work Order Policy and Procedures in the board packet, and she delivered a comprehensive update on it. She reported that the classifications are set up in the internal centralized PHA-Web system for each work order to be accurately categorized, prioritized, entered, and tracked to completion. Ms. Gosmon commented that she would like to meet with the NHA staff to obtain additional input on this draft policy. She stated that this policy will come before the Board for approval at the NHA Board's May 20th, 2026 regular monthly meeting.

2. Review and Approve: Draft NHA Parking Policy for Linden/Chambers
   Cheryl Gosmon introduced the NHA staff member Blair Fetzer, Senior State Public Housing Manager and Special Projects, who remotely joined this meeting online (via Zoom) to answer questions about parking in NHA parking lots and spaces at Linden Street and Chambers Street. Chair Foster noted that the draft NHA Parking Policy for Linden/Chambers was in the board packet, and he assumed all of the NHA Board members have read it. Ms. Gosmon commented that the NHA submitted (by mail) a survey (with a copy of this draft policy document) to the 152 state public housing residents living at Linden/Chambers about parking. She reported that the NHA received response feedback comments from 14 residents from Linden/Chambers regarding this draft policy. She noted that this draft policy is generally for unassigned parking available on a first come/first serve basis for tenants, visitors, and disabled, but noted that the policy needs more work in which will include how the NHA will respond to reasonable accommodations. A lengthy discussion followed.

D. Executive Director's Report

Ms. Gosmon delivered an update on the HUD NSPIRE Inspections.

1. HUD NSPIRE Inspections – Update
   - Corrective Action Update
2. Development of a Maintenance Plan – Placeholder
3. New Director of Finance Position – Placeholder
4. NHA Parking Policy for Captain Robert Cook Drive, Seabeds Way, and High Rock – Placeholder
5. Housing Opportunity Through Modernization Act (HOTMA) – Placeholder

6. New Business

E. Status Updates and Approvals: Preservation & Redevelopment Initiative (PRI) – covered earlier in the meeting
1. Seabeds Way Preservation & Modernization Project (CHA)
   - General Contractor RFP
   - Appointment of RFP Selection Committee
   - Temporary Tenant Relocation Plan – Placeholder
2. Linden Terrace Phase 1A Redevelopment Project
   - Funding Applications
     - Public Housing Innovations (~$12.5m)
     - Winter '26 LIHTC Round (~$41.5m)
   - Review & Approve: Taunton HA-NHA Restore-Rebuild MOU
3. Monthly Reports:
   - Cambridge Housing Authority including a reimbursable request for WSP building commissioning services proposal
   - AHSC Peabody Developer LLC
4. Administrative

F. Status Updates – Internal Initiatives:
1. FSS Quarterly Report
2. RSC Quarterly Report
3. Homework Club

Commissioner Flanagan left the meeting early due to traveling.

G. New Business –
1. Review and Approve: MA State-Aided Property Insurance Program Participation Agreement
   Chair Foster noted that this agenda item needs NHA Board approval, but it does not change any of the NHA's insurance policies, and Ms. Gosmon confirmed this. He noted that NHA has good insurance through the state. A brief discussion followed.

   Motion and Vote
   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler to approve the MA State-Aided Property Insurance Program Participation Agreement document, as submitted.

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

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 Bennett to adjourn the meeting at 7:31PM.

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

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

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director