REGULAR NHA BOARD & HRH LLC MEETING
& ANNUAL MEETING MINUTES
Thursday, May 15, 2025, 5:00 PM

COMMISSIONERS:
Reginald Foster, Chair
Jim Flanagan, Vice-Chair
Penny Kirk, Commissioner
Janice Bennett, Commissioner
Geoff Engler, Commissioner (Arrived at 5:06 PM)

NHA STAFF:
Cheryl Gosmon, Exec. Director & Secretary

Chair Foster called the meeting to order at 5:01 PM. Chair Foster called the roll of commissioners: Reg Foster, Jim Flanagan, Penny Kirk, Janice Bennett, and Geoff Engler, all of whom reported as present. Chair Foster stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated May 9, 2025, 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 those who requested it.

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ANNOUNCEMENTS FROM THE CHAIR
(Including matters that could not be reasonably anticipated in advance of the meeting):

There were no Chair announcements.

RESIDENT/COMMUNITY INPUT
Chair Foster opened the meeting to resident input and recognized Ross Donald, Chair of the Linden Chambers Resident Association (LCRA). He provided a report on recent LCRA activities.

Mr. Donald provided his comments on various matters. Mr. Donald commented that the meeting minutes were missing from the previous April 2025 regular meeting, which Chair Foster responded unfortunately are not completed and available, yet. Mr. Donald noted the previous meeting video recording was posted on the Needham YouTube channel and he requested the video for this regular monthly meeting be posted right away. He continued to talk about LCRA matters.

Mr. Donald stated the LCRA held a special meeting under the by-laws. There were no motions supported by the majority. The purpose of the meeting was to address the issue of non-compliance, the LCRA does not have a bank account or an office.

Chair Foster then recognized Marlene Costa, Treasurer of the LCRA, who reported that Ms. Gosmon has offered the LCRA office space at 21 Highland Circle that has excellent technology and phone lines. Ms. Costa noted that all committee members are onboard with office space at 21 Highland Circle, except for the LCRA chair/president, Ross Donald. Ms. Costa inquired about the Affordable Homes Act, a $4 billion plan that aims to address the housing crisis in Massachusetts. Chair Foster offered to discuss the Affordable Homes Act with Ms. Costa after the meeting to explain its implications for local housing authorities.

Chair Foster recognized resident Sue Biasizzo, who spoke about the help she is seeking from Legal Services to help residents with estate planning.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant
   Motion and Vote
   Upon a motion made by Commissioner Foster and seconded by Commissioner Flanagan to approve May 15, 2025, NHA Bill Schedule/Check Warrant in the amount of $489,899.76.

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

2. HRH LLC Bill Schedule/Check Warrant
   Motion and Vote
   Upon a motion made by Commissioner Foster and seconded by Commissioner Kirk to approve May 15, 2025, HRH LLC Bill Schedule/Check Warrant in the amount of $37,638.59.

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

B. The Consent Agenda

1. NHA & HRH LLC Regular Meeting Minutes 4/17/2025
2. Milne, Shaw & Robillard, PC Monthly Management Report Accountant's Report
   i. Quarterly Operating Statements - 400-1
   ii. Quarterly Operating Statements – 689-1
   iii. Tenant Accounts Receivable (TAR)
   iv. Voucher Management System (VMS) Report
3. NHA Monthly Vacancy & Workorder Report
4. NHA Tenant Accounts Receivable Report
5. NHA Tenant Accounts Receivables & Aging Report

Motion and Vote
Upon a motion made by Commissioner Foster and seconded by Commissioner Bennett, the Board approved the Consent Agenda.

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

C. Executive Director's Report

The Executive Director, Ms. Gosmon, reported on the following items:

1. Discussion: Intergovernmental Agreement (IGA) between Watertown Housing Authority and Needham Housing Authority
2. Discussion: PMR Unpublished Desk Audit Ratings Summary Update
3. Discussion & Review: Milne, Shaw & Robillard, P.C. – Nonrenewal of Contract
4. Discussion: Admissions and Continued Occupancy Policy (ACOP) and Housing Opportunity Through Modernization Act (HOTMA)

D. Review & Discuss: High Rock Independent Audit Report

1. Final Audit Report
2. HRH, LLC Communications Letter

Chair Foster noted that, in the past, it has always been the Board's decision on whether to invite the auditors to make a presentation to the Board and answer questions. Chair Foster noted that the High Rock audit has been finished before the deadline. He also noted that often this Board's choice is determined by how many years of experience the Board members have and whether there are any audit findings that are noted in the audit report. In this case, there are no audit findings; however, the Board has new members. He stated that usually the Board waits until it receives the NHA audit report, which always takes longer and is harder to complete. Chair Foster added that once the Board receives the NHA audit report, the Board will decide whether it wants to schedule the auditors to visit, either for educational purposes, any corrected actions that are noted, or for both reasons, at that point in time. Chair Foster suggested to the Board that its members wait until they receive the NHA audit report because the Board will have two (2) new board members at that point in time to read and discuss the audit report and notes.

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

Chair Foster delivered an update on the following items:

1. Linden Terrace Phase One A Redevelopment Project. Chair Foster noted that a $57M funding application was submitted for Phase 1A Project and nothing else new to report.
2. Seabeds Way Preservation & Modernization Project: At May 7, 2025, Town Meeting, the Town unanimously passed the Seabeds Way Preservation & Modernization Project.
3. High Rock Estates Redevelopment Master Plan RFP: Chair Foster noted nothing new and no issues to report. NHA will be working on an RFP $150,000 planning grant for Master Plan for redeveloping High Rock Estates.
4. Monthly Reports: Cambridge Housing Authority and AHSC Peabody Developer LLC. Chair Foster noted nothing new to report.

5. Administrative: Chair Foster noted CPA reimbursement requests of $185,789.44 were submitted by the Executive Director and no other updates.

F. Status Update – Internal Initiatives - Ms. Gosmon delivered an update on the following items:

- Cook's Afterschool Program - Update
- High Rock Estates (HRE) Homework Tutoring Program – Update

G. New Business –

1. Status Update & Discuss –
   Chair Foster informed the Board that per Town Clerks office Commissioner Kirk will resubmit her resignation letter, which will be effective May 16, 2025. Commissioner Kirk read aloud her resignation letter. She expressed gratitude to the Board and residents for her time as Commissioner of Needham Housing Authority.

   Chair Foster noted that he has prepared a letter for the Select Board notifying them of Commissioner Kirks resignation. Commissioners signed the letter, which will be delivered to the Select Board. Chair Foster summarized the Town process to fill the vacancy. A brief discussion followed.

2. Discuss & Approve – Vacant Units related to RAD Blend Application
   Motion and Vote
   Upon a motion made by Commissioner Foster and seconded by Commissioner Flanagan, the Board approved the Executive Director's recommendation to submit documents to HUD to take vacant units offline.

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

3. Status Update & Discuss – All-Star Paving Contractors
   Motion and Vote
   Upon a motion made by Commissioner Foster and seconded by Commissioner Kirk, the Board approved the Executive Director's recommendation to move forward to approve $11,000.00 dollars for All-Star Paving Contractors to resurface and pave asphalt blacktop in the parking lot, handicap accessible, sidewalk, and roadway area(s) at Linden/Chambers Street.

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

H. Adjournment of the Regular NHA & HRH LLC Meeting

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

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

Informational Items

1. Springwell Monthly Calendar
2. Letter to Needham Public Schools regarding homework program
3. Donation to Community Council

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Respectfully submitted by
Michael Thorstad

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NHA BOARD & HRH LLC
ANNUAL MEETING MINUTES
Thursday, May 15, 2025, 6:47 PM

COMMISSIONERS:
Reginald Foster, Chair
Jim Flanagan, Vice-Chair
Penny Kirk, Commissioner
Janice Bennett, Commissioner
Geoff Engler, Commissioner

NHA STAFF:
Cheryl Gosmon, Exec. Director & Secretary

Chair Foster called the meeting to order at 6:48 PM. Chair Foster called the roll of commissioners: Reg Foster, Jim Flanagan, Penny Kirk, Janice Bennett, and Geoff Engler, all of whom reported as present. Chair Foster stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated May 9, 2025, 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 those who requested it.

ANNOUNCEMENTS FROM THE CHAIR
(Including matters that could not be reasonably anticipated in advance of the meeting):

There were no Chair announcements.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

Review & Approve Agenda Items:

1. **Discuss and Approve the Election of the 2025 Officers**
   Chair Foster referred to the By-Laws of the Needham Housing Authority regarding the Annual Meeting and Election of Officers for 2025
   - Chair
   - Vice-Chair
   - Treasurer

   Motion and Vote
   Upon a motion made by Commissioner Flanagan and seconded by Commissioner Kirk, the Board approved the election of the NHA Board 2025 Officers: Commissioner Foster as Chair, Commissioner Flanagan as Vice-Chair, and Commissioner Flanagan as Interim Treasurer.

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

2. **Discuss & Approve the Resolution authorizing that any two Commissioners can sign checks.**
   Chair Foster referred to the By-Laws (Article 2, Section 4.) of the Needham Housing Authority regarding the powers of the Treasurer position. Chair Foster noted one of the powers of the Treasurer is that the Treasurer shall sign all checks, and one other commissioner must join the Treasurer to sign the checks. He also noted that the Board found in practice the By-Laws (Article 2, Section 4.) authorizes the Board by resolution at the annual meeting can empower any two commissioners to sign checks, not just the Treasurer, that provides additional flexibility when it comes to signing the checks.

   Motion and Vote
   Upon a motion made by Chair Foster and seconded by Commissioner Bennett, the Board approved a resolution authorizing any two Commissioners can sign checks on behalf of the Needham Housing Authority, which are not signed until recommended by the Executive Director and Accounting Staff.

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

3. **Discuss & Approve the Renewal of Tenant-Commissioner Annual Waiver 5.**
Chair Foster noted the NHA's Tenant-Commissioner Annual Waiver 5 is for Commissioner Bennett's fifth year as Tenant-Commissioner.

Motion and Vote
Upon a motion made by Chair Foster and seconded by Commissioner Kirk, the Board approved the Renewal of Tenant-Commissioner Annual Waiver 5 to be submitted for Commissioner Bennett's additional one-year term.

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

4. **Information on NHA Appointees to:**
   - Community Preservation Committee, Reg Foster
   - Council on Aging, Ann DerMarderosian

5. **Presentation & Discussion: Annual Report by the Executive Director.**

Chair Foster deferred the Annual Report to the July 2025 Meeting.

6. **Adjournment of the Annual Meeting**

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to adjourn the meeting at 7:09 PM.

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

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Respectfully submitted by
Michael Thorstad