REGULAR NHA BOARD & HIGH ROCK HOMES LLC MEETINGS
MEETING MINUTES
Thursday, July 16, 2026, 5:00 PM

COMMISSIONERS:	**NHA STAFF:**
Reginald C. Foster, Chair	Cheryl Gosmon, Executive Director & Secretary
Jim Flanagan, Vice Chair	Michael Thorstad, Deputy Executive Assistant (remote)
Amanda Berman, Treasurer	
Janice Bennett, Resident Commissioner (remote)	
Geoff Engler, Commissioner	

GUESTS:
Margaret Donnelly Moran, Deputy Executive Director of Development, Planning and Development, CHA (remote)
Franny Xi Wu, Project Manager, Planning and Development, CHA (remote)

Chairman Foster called the meeting to order at 5:00 PM. He called the roll of Commissioners with all reporting present on Thursday, July 16, 2026, for the Needham Housing Authority (NHA) Board & HRH LLC regular monthly board meeting: Reg Foster, Jim Flanagan, Amanda Berman, Geoff Engler and Janice Bennett. He noted a quorum of all five commissioners. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated Friday, July 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 those people requesting it.

He also 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.

Chairman Foster also noted that guests Margaret Donnelly Moran and Franny Xi Wu, both from the Cambridge Housing Authority (CHA), will be joining at around 5:30 PM for today's meeting.
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<u>ANNOUNCEMENTS FROM THE CHAIR</u>
(Including matters that could not be reasonably anticipated in advance of the meeting):
There were no Chair announcements.

<u>RESIDENT/COMMUNITY INPUT</u> – Covered at the beginning of this meeting.
Marlene Costa, Treasurer of the Linden Chambers Resident Association (LCRA), expressed her concerns about the issue of reasonable accommodation since the draft NHA Parking Policy for Linden and Chambers will be discussed and voted on by the NHA Board later in the meeting. Ms. Costa commented that there aren't enough designated handicap accessible parking spaces in

the parking lots at Chambers Street and Linden Street for the NHA to be in compliance with the Americans with Disabilities Act (ADA) and other laws. She also expressed concerns about the Linden/Chambers Community Room's building for various reasons, including that there is no way for people to safely enter and exit because it only has one ramp on the back or side, the heavy doors don't have automatic openers with a push button and are unlocked 24 hours a day as a security issue, and a partition needs to be removed in the ladies' bathroom but a door lock is needed.

Sue Biasizzo expressed her concerns about the video camera in the Seabeds Way Community Room, including whether it was recording audio that would be illegal under the state law's two-party consent requirement. She commented on other matters.

Virgil Barber, Jr., asked about what the NHA policy is for residents to pay their rent. He added related comments. Chair Foster added that the NHA Board and NHA cannot discuss individual tenant rent collection, but they can talk about NHA policies in the meeting. Chair Foster also added that he prefers Mr. Barber, and anyone else, not to share their individual information because it's not fair from a privacy point of view given everything is being recorded in public and going out over the internet.

Cynthia Sabbagh expressed her concerns about tenants recently not getting their rent receipts, and she commented that some people have said they had to call multiple times and then they might get it. She also expressed her concerns about the legality of the video camera recording in the Seabeds Way Community Room. She commented that it is against general state law whether the audio is working or not, and if it has audio capability then it is illegal. She suggested that the NHA take it down before charges are filed.

Carol Briggs also expressed her concern about the legality of the video camera recording in the Seabeds Way Community Room without posting it. She added related comments.

Sue Biasizzo asked for feedback from the NHA Board after everybody said their comments.

Chair Foster commented on their concerns about the video camera, and that, as far as he knows, the NHA is in compliance with state law. He asked Ms. Gosmon if she had any comments. She thanked everyone for their comments. She added related comments. She asked the residents to please meet with her in the NHA office and call to talk about their concerns. Ms. Gosmon conveyed that she has the best interests of the residents at heart. She noted that an additional video camera will be installed in the Seabeds Way Community Room, and it is against Massachusetts general law to record conversations and share that information without informing the person that you're doing so. She noted that the NHA is aware of its liability with having cameras installed for the security of the agency. She commented that there has been some vandalism and complaints of people singing very loudly and being a little disruptive in the Seabeds Way Community Room. She commented that the cameras are there for surveillance purposes only and the NHA isn't spying on anyone, but if something goes wrong then the video camera recordings can be checked to see it.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant

   Motion and Vote
   Upon a motion duly made by Commissioner Berman and seconded by Commissioner Flanagan to approve the July 16, 2026, NHA Bill Schedule/Check Warrant in the amount of $545,490.35.

   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.

2. HRH LLC Bill Schedule/Check Warrant

   Motion and Vote
   Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve the July 16, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $43,735.76.

   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.

B. The Consent Agenda:

1. NHA & HRH LLC Monthly Board Meeting Minutes 6/18/2026
2. NHA Annual Board Meeting Minutes 6/18/2026
3. Monthly Financial Report – CBIZ
4. NHA Monthly Vacancy & Workorder Report
5. NHA Tenant Accounts Receivable & Aging Report

Chair Foster asked if members of the NHA Board of Commissioners wanted to take off any items from the Consent Agenda for discussion. He then read aloud the Consent Agenda items. He asked the NHA Board members if they had any comments or questions, and there were none.

Motion and Vote
Upon a motion duly made by Commissioner Engler and seconded by Commissioner Berman, 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 votes aye.
The motion carried. The vote was 5-0-0.

C. Review and Discuss: NHA Reasonable Accommodation Policy
Chair Foster deferred to the NHA E.D., Ms. Gosmon, who introduced the draft revised NHA Reasonable Accommodation/Modification Policy and Procedures, and she noted that a copy of it is included in the board packet for the NHA Board's review. Ms. Gosmon explained that the existing NHA policy was completely revised, worked on, and overhauled by the law firm of Casey Lundregan Burns, P.C., Attorneys at Law, ("Casey Lundregan Burns") to ensure compliance with current federal and state fair housing, accessibility, and reasonable accommodations law. She added that significant revisions were made as shown in the redline version, which are intended to strengthen the NHA's procedures for evaluating and responding to requests for reasonable accommodation from applicants, residents, and program participants. She commented that the proposed revisions in the redline to this draft revised NHA policy are designed to ensure the NHA's policies and practices remain consistent with the Fair Housing Act of 1968 ("FHA"), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act ("ADA"), and other applicable federal and state laws covering disability rights and equal housing opportunity.

Ms. Gosmon stated that the NHA Reasonable Accommodation/Modification Policy and Procedures include, among other enhancements: updated definitions and terminology to align with current legal standards; clarified procedures for requesting, reviewing, and responding to reasonable accommodation requests; expanded guidance regarding the interactive process between the NHA and individuals requesting accommodation; updated standards regarding disability-related information and verification; clarification of approval, denial, and appeal procedures; enhanced protections to ensure consistency, confidentiality, and nondiscrimination throughout the accommodation process; and, additional administrative guidance intended to promote uniform application of the policy across all NHA housing programs. She also noted that these revisions represent a substantial modernization of the NHA's existing policy and are intended to reduce legal risk while ensuring that applicants and residents with disabilities are afforded equal access to housing programs and services in accordance with applicable law.

Ms. Gosmon reported that the NHA's entire staff recently engaged in a Reasonable Accommodation workshop with Casey Lundregan Burns, which occurred in the Linden/Chambers Community Room at 5 Chambers St. on Thursday, June 25, 2026. She commented that everyone enjoyed this workshop, and NHA staff members thank her for it. Ms. Gosmon commented she has been very satisfied with the work of the attorneys from Casey Lundregan Burns so far. She made additional related comments. A brief discussion followed.

D. Review and Approve: Draft NHA Parking Policy for Linden/Chambers

Chair Foster introduced the draft NHA Parking Policy for Linden/Chambers that he noted is in the board packet and up for the NHA Board's review consideration and approval. He also noted that they all received a copy of the redline version and original draft version of the NHA Parking Policy for Linden/Chambers that's being changed, which shows all recommended changes. He then deferred to Ms. Gosmon who discussed some of the proposed changes in the redline version to this draft policy that was overhauled by the NHA's outside legal counsel Casey Lundregan Burns. A discussion followed.

Motion and Vote

Upon a motion made by Commissioner Berman and seconded by Commissioner Flanagan to approve the draft NHA Parking Policy for Linden/Chambers 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.

E. Executive Director's Report

Ms. Gosmon delivered an update on "E. 1.", "E. 2.", "E. 4.", "E. 5.", and "E. 7.":

1. HUD NSPIRE Inspections - Corrective Action – Update
   Ms. Gosmon reported on the corrective action regarding the HUD NSPIRE Inspections.
2. Housing Opportunity Through Modernization Act ("HOTMA") – Update Relative to HUD's implementation for Sections 102 and 104 of the HOTMA to start on January 1, 2027 (per HUD Notice PIH 2026-15), which will initiate related changes that are included in the revised NHA's ACOP.
3. CRCD pumping station – Update
   Ms. Gosmon commented that she did not receive a formal email from Mike Retzky, Superintendent of the Town of Needham's Dept. of Public Works - Water, Sewer, and Drains Division. She deferred to the NHA Director of Maintenance and Facilities, Greg Gillis, who provided an update on the pumping station at Captain Robert Cook Drive, and he noted it was repaired. Chair Foster added related comments. A discussion followed.
4. Newton Community Development Foundation (NCDF) – Status Update
   Ms. Gosmon noted that she rescheduled a meeting with the NCDF's representatives to take place on July 22, 2026, and Chair Foster will attend it. She commented that, in their meeting with NCDF, they will talk about the transition to move NCDF away from managing the High Rock Homes rentals and NHA to fully take on this. Chair Foster added related comments.
5. New Director of Financial Operations Position – Status Update
   Ms. Gosmon presented a revised job description for the NHA's Director of Financial Operations position. Ms. Gosmon stated that she would like the NHA Board to consider a small committee consisting of Commissioner Berman and

Chair Foster to help revise the job description and assist with the search process. A discussion followed.

6. Draft NHA Parking Policy for Captain Robert Cook Drive, Seabeds Way, and High Rock – Placeholder
7. Draft NHA Comprehensive Maintenance Program & Operations Plan – Placeholder

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

1. Seabeds Way Preservation Project
    - Project Update by CHA
      Franny Xi Wu joined (via Zoom) the meeting at approximately 5:30 PM.
      Margaret Moran joined (via Zoom) the meeting at approximately 5:52 PM.

      Ms. Xi Wu commented that this was her second month and second NHA Board meeting with the SBW Project. Ms. Xi Wu commented that the CHA and NHA have made some good progress, and she was excited to have met some of the Seabeds Way residents. She screenshared the CHA monthly consulting activity status report (dated July 8, 2026) to the NHA Board.

      Ms. Xi Wu reported on the milestone that the CHA and NHA held the HUD Concept Call with HUD's RAD Transaction Manager and Boston Field Office Specialist on July 2, 2026, which she said went well. She reported that the CHA formally submitted the RAD full financing plan after this HUD Concept Call for HUD's review. She noted HUD came back with some follow-up questions that's completely normal at this stage and HUD issued comments, as the CHA is gathering what HUD asked for additional due diligence documents. She reported that HUD indicated a September 2026 closing is possible and the CHA is positive about where things stand, even though the timeline is tight against its standard review timeline. She commented that the CHA will try to prioritize everything related to HUD. She commented that some radon testing will be conducted at Seabeds Way within the next week. She added related comments.

      Regarding design and construction of the SBW Project, Ms. Xi Wu reported that the general contractor Colantonio Inc. ("Colantonio") formally issued the negotiated construction Guaranteed Maximum Price ("GMP") package on July 1, 2026. She reported that the CHA and NHA are reviewing the GMP and giving their comments before signing off for execution. She explained the NHA decided within the last month to step away from a couple of federal funding sources, which include removing the Build America Buy America ("BABA"). She reported that the NHA executed the Resonant Energy solar contract and it funded the first deposit, which locks in federal tax credit eligibility for the SBW Project's solar installation as a meaningful safe harbor incentive. She noted the Town of Needham's Community Preservation Committee ("CPC") approved the $804K Community Preservation Act

(“CPA”) grant to support roof replacement on NHA’s buildings at Seabeds, which she believed was executed.

Regarding the temporary relocation, Ms. Xi Wu noted that the NHA and CHA held the Resident Relocation Meeting # 2 on June 23, 2026, which she said went well with a good turnout and questions from residents of Seabeds Way. She commented that the CHA will follow up with the Early Move Interest forms. She also commented that the CHA is updating the temporary relocation plan that was approved by the NHA Board with the current dates. She was hopeful that CHA may have the revised version of the temporary relocation plan ready for review at the next NHA Board meeting on August 20, 2026.

Regarding the financing for the SBW Project, Ms. Xi Wu noted that the Local Initiatives Support Corporation (“LISC”) predevelopment loan of $400K closed on June 29, 2026, and funds from the first requisition have been received. She reported that the CHA and NHA are starting to have construction-loan closing preparation joint calls with JPMorgan Chase that’s the construction lender, and she added related comments. On the bond side, she explained that MassDevelopment confirmed their earliest Board approval date is September 8, 2026, which is close to when Colantonio’s GMP bid expires on September 2, 2026. She added related comments.

For clarification, Chair Foster added that, since the last NHA Board meeting, the NHA’s $804K CPA grant agreement with the Town of Needham was fully signed and countersigned for the roof replacement at Seabeds Way.

Chair Foster discussed the entities involved are JP Morgan Chase, MHP, MassDevelopment, and the NHA with its outside legal counsel. He explained that these entities have agreed to start a weekly closing call process, and their legal teams of lawyers together drafting and finalizing the myriads of closing documents to be signed and recorded possibly at the end of September 2026 or October 2026. He added related comments. He asked the NHA Board members if they had any comments or questions.

Commissioner Jim Flanagan asked when construction might start at this point. Chair Foster deferred to Ms. Moran to answer. She explained that Colantonio is ready to go, a Notice to Proceed (“NTP”) would be issued the day of or day after closing, and it will have a mobilization period for time to make submittals and get materials. Ms. Moran expressed that onsite construction might not start right away, and it could be two months or so thereafter to see Colantonio there and activity ramping up. She commented that there are some large lead items, which the NHA and CHA do need some lead time because they have relocation activity to get ready for the onsite construction. Her best guess would be to see much more activity on the site at the start of 2027 after all the submittals, ordering, and relocation activity has commenced.

As a reminder, Chair Foster explained that there is a four-month readiness phase before the NHA, CHA, and Colantonio start working on a building at Seabeds Way, which will be essential for Eversource's upgrade in electric service. He added related details on the Eversource upgrade and need for a new transformer. Commissioner Geoff Engler asked Chair Foster if the new transformer needed presumably hasn't been ordered since Eversource isn't engaged, and a conversation ensued between them about this.

<u>CHA-NHA Intergovernmental Agreement – Review & Approve</u>
Chair Foster introduced the CHA-NHA Intergovernmental Agreement ("CHA-NHA IGA"). He described the historical background context to the selection of the CHA as the development consultant by the NHA. He noted that the CHA and NHA had executed the original CHA-NHA IGA, which cannot exceed five years from its effective date (made and entered as of July 13, 2021). He explained that the original CHA-NHA IGA was expiring or recently expired, and it had an initial one-year term extended for four additional one-year renewal periods (at the NHA's sole discretion in accordance with section "3. Term and Termination"). He also explained that many draft versions of the new CHA-NHA IGA went back and forth between the CHA and NHA, and it was reviewed by their legal counsels that gave them comments. He added related comments. He asked the NHA Board members if they had any questions or comments, and there were none.

<u>Motion and Vote</u>
Upon a motion duly made by Commissioner Berman and seconded by Commissioner Flanagan to approve the NHA Executive Director, Cheryl Gosmon, to execute the new CHA-NHA Intergovernmental Agreement between the CHA and NHA that will be effective on July 13, 2026, 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.

<u>Mass Housing Partnership (MHP) Commitment Letter – Review & Approve</u>
Chair Foster introduced the final draft MHP Commitment Letter (dated July 7, 2026). He noted that the NHA Board members received a copy of the draft MHP Commitment Letter, and the NHA's legal counsel reviewed it and found no substantial problems, only some small editing, formatting, and other things. He noted for the NHA Board that there is money to be expended to accept this commitment regarding a partial payment of $58,022.00 towards the non-refundable commitment fee of $116,044.00 and a $10K deposit fee toward the expenses. He noted this expenses deposit fee shall be paid upon the borrower's acceptance of this commitment. He added related comments.

Chair Foster asked Ms. Moran if he had overlooked any points that should be brought to the NHA Board, and she said no. He asked the NHA Board members if they had any comments. Commissioner Berman asked Chair Foster if this commitment fee isn't baked into the loan itself, but rather in addition. A brief conversation followed.

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve the execution of the final draft of the MHP Commitment Letter dated July 7, 2026, subject to final edits to be implemented by Klein Hornig.

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.

2. Linden Terrace Phase 1A Redevelopment Project
   - Project Update by Peabody & AHSC: No report.
     Chairman Foster delivered an update on this project.
3. Monthly Report: Cambridge Housing Authority – covered earlier in the meeting.
4. HRE Community Planning Grant: Chair Foster noted no new news on this item.
5. Administrative: Chair Foster noted no new update on this item.

G. Status Updates – Internal Initiatives

Ms. Gosmon delivered an update on the following items:

1. NHA end-of-summer Cookout for Seabeds Way only on August 20th, 2026, from 12:30 - 2:30 PM.
2. NHA end-of-summer Pizza Party for Captain Robert Cook Drive on August 26th, 2026, at 4:00 - 6:00 PM.
3. Linden/Chambers Cookout on September 10th, 2026
4. RSC Quarterly Report
5. FSS Quarterly Report

H. New Business –

1. 2025 Audits – Placeholder

2. Certificate of Final Completion for Alpha Design Build, Inc. – project #203100
   Ms. Gosmon reported that the Certificate of Final Completion (CFC) completes the 689-1 roof replacement project #203100 at 1415 Great Plain Ave., Needham, MA.

   Motion and Vote

   Upon a motion duly made by Commissioner Engler and seconded by Commissioner Berman to approve the Certificate of Final Completion for Alfa Design Build, Inc.'s completion of the 689-1 Roof Replacement Project #203100 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.

3. Annual Report by Executive Director
   Chair Foster explained that he has given Ms. Gosmon another month to complete her draft Annual Report, which is almost done. Chair Foster commented that he reviewed it and it's very good.

4. Cost Allocation Plan for the HCV Program
   Ms. Gosmon explained that the NHA Cost Allocation Plan for the Housing Choice Voucher (HCV) Program is part of the HUD compliance to make sure the NHA can manage the additional Housing Choice Vouchers for Seabeds Way. Chair Foster commented. Ms. Gosmon stated that she is seeking the NHA Board's consideration and approval for any additions. Ms. Gosmon noted that she had the NHA's fee accountant Michael Guyder, CPA and Managing Director of CBIZ CPAs P.C., review it. She reported that Mr. Guyder rendered a favorable opinion and he didn't offer any changes to it. Chair Foster asked a couple of questions that Ms. Gosmon answered. He recommended changes to it, which Ms. Gosmon will implement by adding the Project-Based Vouchers Program to the list of programs in roman numeral "II. Programs Covered", Shared Maintenance Costs as a subsection or section for allocation of maintenance costs in or in addition to roman numeral "V. Shared Administrative Costs", and a clarification edit in roman numeral "VI. Allocation Methodology" to remove the "Administrative Support" language. A discussion followed.

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the draft NHA Cost Allocation Plan for the HCV Program subject to the NHA Board's recommended changes to be made by Ms. Gosmon.

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.

5. Rent Collection Policy Amendment
   Chair Foster introduced the NHA Rent Collection Policy Amendment. Ms. Gosmon summarized changes to the NHA Rent Collection Policy. A brief discussion followed.

   Motion and Vote
   Upon a motion duly made by Commissioner Berman and seconded by Commissioner Engler to approve the clean version of the NHA Rent Collection Policy Amendment, subject to updating the NHA's old stationary header to list the names and titles of the current NHA Board members, 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.

Informational Item

- Engagement for legal services letter - Casey Lundregan Burns, P.C. Attorneys at Law
  Chair Foster noted that Casey Lundregan Burns rates are good for the NHA to have engaged their legal services.

I. Adjournment of the Regular NHA & HRH LLC Monthly Meetings

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Berman to adjourn the meeting at 7:25 PM.

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.

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director