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

Wednesday, March 18, 2026, 5:00 PM

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

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 three of the five commissioners reporting present at the start of this meeting on Wednesday, March 18, 2026, for the NHA & HRH LLC regular monthly meeting: Reg Foster, Janice Bennett, and Amanda Berman. He noted Commissioner Geoff Engler will join remotely (via Zoom) shortly after this meeting starts. He also noted that Commissioner Flanagan will not be attending 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, March 13, 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 introduced the guests for today's meeting: Betsy Collins from Peabody Properties, Mike Mattos from AHSC, and Matthew Zajac and Christian Abney from the CHA.
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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 "F. 2." would be taken out of order and moved to the first agenda item to accommodate guest speakers Betsy Collins from Peabody Properties and Mike Mattos from AHSC. Ms. Collins provided an update on the consulting activity for the Linden Terrace Phase 1A Redevelopment Project and discussed the 2026-2028 Development Timeline, which was shown on a PowerPoint presentation slide with an e-copy of it included as page 133

in the board packet. She reported that the Public Housing Innovations (PHI) application was submitted by the NHA's development partners Peabody Properties and AHSC, on behalf of the NHA, for the Linden Terrace Redevelopment Project to EOHLC, which she noted was voted on and approved by the NHA Board in the previous NHA Board regular monthly meeting held on Monday, March 2, 2026. She also reported Peabody Properties and AHSC are moving forward to submit, on behalf of the NHA, the Affordable Housing Competition for Rental Projects "Winter 2026 LIHTC Rental Round" funding application for the Linden Terrace Redevelopment Project to EOHLC, which is due by 5:00PM on Thursday, March 19, 2026.

Ms. Collins then yielded to Mr. Mattos to further discuss the Development Timeline for the Linden Terrace Phase 1A Redevelopment Project. He discussed the quarterly milestones. He provided comments on the NHA's collaboration with the Taunton Housing Authority (THA). He reported that the THA agreed to submit a notice of available rent (NAR) request to the U.S. Department of Housing and Urban Development (HUD) in advance of getting the MOU finalized, as part of the process. He made additional comments related to the NHA and THA collaboratively working on an agreement, to utilize its Faircloth authority for the Linden Redevelopment project and hopefully deploy 41 units of Restore Rebuild Authority (formerly Faircloth 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.

Chair Foster noted that Commissioner Engler arrived at the meeting remotely (via Zoom) as present between 5:05PM and 5:10PM.

Mr. Mattos and Ms. Collins concluded their presentation on the Development Timeline for the Linden Terrace Phase 1A Redevelopment Project. Chair Foster opened this part of the meeting for questions and comments from the NHA Board of Commissioners. A discussion followed.

Chair Foster then reported that he received a letter from Gabby Queenan, Sustainability Manager of the Town of Needham, MA. He read aloud parts of this letter and summarized it to share with everyone that the Town of Needham's Department of Public Works is seeking a grant from the MA Executive Office of Energy and Environmental Affairs (EOEEA)'s Municipal Vulnerability Preparedness (MVP) grant program. He provided additional related comments.

Chair Foster then noted that agenda item "F. 1." would be taken out of order to accommodate guest speaker Matt Zajac of CHA. Mr. Zajac provided a status update on the Seabeds Way Preservation & Modernization Project ("SBW Project"). He reported that CHA issued the Request for Proposals (RFP) for the general contractor for SBW Project, which was distributed to over 300 contacts that CHA has in its database of previous jobs. He noted CHA is receiving robust interest in this RFP from other firms, which is a positive initial response. He noted that the next step in this RFP process is for the CHA and NHA to hold a site walk and bidders conference on Wednesday, March 25, 2026, 10:00AM, at Seabeds Way. He stated that CHA and NHA will subsequently issue answers through an addendum to the contractors then followed by their responses. He reported that the CHA and NHA did receive a good cost estimate on the 100% construction documents and the bidding process is ongoing, but they continue to feel positive about the direction of the SBW Project.

Mr. Zajac then reported that the NHA is working to obtain a $400K predevelopment financing loan from the Local Initiatives Support Corporation (LISC), and its purpose is to cover NHA's predevelopment expenses between now and when SBW Project's construction starts (possibly in late June or July of 2026). He commented that the SBW Project is moving forward in a positive direction to the next step. He noted that the funding document will be circulated soon. He made additional related comments.

Chair Foster added that he will provide the NHA Board members, who are interested, with a hard copy of a SBW Project presentation for them to have more detail, which was used in the public hearing held by the Town of Needham's Community Preservation Committee (CPC) on March 11, 2026. He mentioned the $804K application to replace the roofs at Seabeds Way. He made additional comments. He noted that the CPC's next meeting is at 7:00PM on March 18, 2026.

Chair Foster then asked if the NHA Board had any questions. A brief discussion followed. Matt Zajac then concluded his update on the CHA's consulting activity and status update on the SBW Project. Ms. Gosmon and the NHA Board members thanked Mr. Zajac and expressed their appreciation to him.

RESIDENT/COMMUNITY INPUT

Chair Foster recognized resident Ross Donald, who commented on the NHA's written response that he received to his Open Meeting Law Complaint filed against it, and he is waiting for a response from the MA Office of the Attorney General next. Mr. Donald then commented that there is also a Freedom of Information Act (FOIA) request for the video recordings of the NHA Board's regular monthly and special board meetings held in 2026 to be posted on the NHA website, and he will follow up on this matter. He commented on various other matters.

Chair Foster then recognized resident Marlene Costa, who commented on various matters. Ms. Costa expressed her concerns about agenda item "E.3". She wanted to know what the responsibilities will be for the NHA's new Director of Finance position and asked for more information to include a copy of the job description when available. She also expressed her concerns about agenda item "D.2" draft NHA Parking Policy for Linden Street and Chambers St. She then commented on other matters.

Chair Foster then recognized Helen Giragosian, who said she attended the recent Resident Tour for the residents of Linden Street to the Walnut Knoll Apartments in Foxborough, MA. Ms. Giragosian commented that the Resident Tour was a wonderful event, and she enjoyed seeing the quality and amenities of this completed senior housing community, which was developed by AHSC and Peabody Properties in partnership with the Foxborough Housing Authority. She provided additional related comments. She thanked Ms. Collins, Ms. Gosmon, and all others who collaboratively organized this Resident Tour.

Chair Foster then recognized Sue Biasizzo, who expressed her concerns about the NHA to more timely post all of the YouTube video recordings on its website after each NHA Board & HRH LLC regular monthly and special board meeting. She provided additional related comments.

<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 Engler to approve the March 18, 2026, NHA Bill Schedule/Check Warrant in the amount of $393,746.06.

   <u>Chair Foster called the roll of Commissioners in favor of this motion</u>:
   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.

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 Berman to approve the March 18, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $40,013.07.

   <u>Chair Foster called the roll of Commissioners in favor of this motion</u>:
   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.

B. The Consent Agenda:

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

Chair Foster noted Consent Agenda items 1., 3., and 4. were in the board packet, but not 2. He asked Ms. Gosmon to confirm that CBIZ did not provide the monthly financial report, which she did, and noted that CBIZ is working hard to get to a point where they can provide the NHA Monthly Reports in a timely manner.

<u>Motion and Vote</u>
Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Berman, the NHA Board approved the Consent Agenda items 1, 3, and 4, as submitted.

<u>Chair Foster called the roll of Commissioners in favor of this motion</u>:

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.

C. Review and Approve: Independent Public Audit Services

1. Engagement Letters with Audit Firm Dooley & Vicars for Auditing Services
   Chair Foster noted that the draft Engagements letters (dated March 5, 2026) from the audit firm Dooley & Vicars for auditing services were in the board packet on pages 63 through 81. He asked the NHA Board's consideration to secure this public audit firm as its new auditor. A brief discussion followed.

   Motion and Vote
   Upon a motion duly made by Commissioner Engler and seconded by Commissioner Bennett for the NHA Board to (1) accept and approve the two separate draft Engagement Letters (dated March 5, 2026) with the audit firm Dooley & Vicars for auditing services, subject to correcting some typos, and (2) authorize Ms. Gosmon to sign these documents on behalf of the NHA Board members.

   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.

D. Review and Discuss:

1. Draft NHA Maintenance Work Order Response and Completion Policy –
   Ms. Gosmon provided an update on this draft policy. She commented that, at the last NHA Board regular monthly meeting (held on March 2, 2026), Commissioner Flanagan had advised her to develop procedures around this draft policy. Ms. Gosmon explained that more work is needed by her and her team to further develop the procedures. A brief discussion followed.

2. Draft NHA Parking Policy for Linden/Chambers –
   Chair Foster asked Ms. Gosmon to provide an update on the draft parking policy. Ms. Gosmon reported that the NHA will be distributing a survey to residents of Linden Street and Chambers Street, along with a copy of the draft policy, to solicit feedback. Residents will be asked to review the materials and return their comments to the Authority. She provided additional related remarks. A brief discussion followed.

E. Executive Director's Report

Ms. Gosmon delivered an update on the following items:

1. HUD NSPIRE Inspections
   - Incomplete Deficiency Reports for HRE/CRCD/SBW
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

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

1. Seabeds Way Preservation & Modernization Project (CHA)
   - General Update
     - Project Status
     - Temporary Tenant Relocation Plan
2. Linden Terrace Phase 1A Redevelopment Project
   - General Update
3. Monthly Reports: Cambridge Housing Authority (CHA) and AHSC Peabody Developer LLC
4. Administrative

G. Status Updates – Internal Initiatives:

1. Homework Club Update

H. New Business –

I. Chair Foster introduced this agenda item and noted that the NHA Board members had received a copy of Ms. Gosmon's draft Executive Director 2026 goals prior to the meeting. He stated that he had previously emailed his red-lined version of the goals to Ms. Gosmon. During the meeting, he distributed his red-lined draft to the Board for review and discussion, outlining proposed revisions and suggested improvements.

Chair Foster read portions of his red-lined version aloud and summarized the proposed 2026 goals for Ms. Gosmon, noting that the goals may be tied to a potential performance-based bonus of up to 15% at the end of 2026. He indicated that he was comfortable with the goals as deliverables to be achieved by year-end, subject to further refinement and formal Board approval.

Board members expressed general support for the draft 2026 goals and conveyed optimism regarding Ms. Gosmon's ability to achieve them. Ms. Gosmon stated that she was enthusiastic about the goals and believes they are attainable. Ms. Gosmon and Chair Foster offered additional comments. A discussion followed.

<u>Motion and Vote</u>

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Berman to approve the NHA Executive Director Ms. Gosmon's goals for 2026, as amended by Commissioner Fosters redline changes that were discussed and a typo(s) fixed.

<u>Chair Foster called the roll of Commissioners in favor of this motion</u>:

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.

Informational Item –

- Email from HUD – PIH Office of Capital Improvements; RE: FY 2026 Public Housing Capital Fund Emergency Safety and Security Grant Program (ESSG)

J. 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 6:33PM.

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