REGULAR NHA BOARD & HRH LLC MEETINGS
& ANNUAL MEETING MINUTES
Tuesday, June 17, 2025, 5:00 PM

COMMISSIONERS:

Reginald Foster, Chair
Jim Flanagan, Vice-Chair
Janice Bennett, Resident Commissioner
Geoff Engler, Commissioner
Amanda Berman, Commissioner

NHA STAFF:

Cheryl Gosmon, Exec. Director & Secretary

Chair Foster called the meeting to order at 5:03 PM. Chair Foster called the roll of commissioners: Reg Foster, Jim Flanagan, 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 June 13, 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):

Chair Foster made announcements. He welcomed the new temporary Commissioner Berman for the next ten (10) months due to Commissioner Kirk's recent resignation.

RESIDENT/COMMUNITY INPUT

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

Mr. Donald provided his comments on various matters. He commented on the need for a landscaping policy made to not blow the flower beds. He also commented on the need for maintenance to repave asphalt roadway and parking lot to fill potholes as well as other matters

Chair Foster recognized resident Sue Biasizzo, who spoke about tenants' anxiety regarding the reconstruction projects, more specifically when and where the tenants will be moved, if their pets are allowed, and if they will have a choice where to move and return. She commented on what the NHA will do to lower the tenants' anxiety.

Chair Foster then recognized Ms. Gosmon, who commented that the NHA mailed a "Questions and Answers" flyer two weeks prior to residents and it will post the same information on the bulletin boards in the buildings, as well. Ms. Gosmon also commented that it will continue to do more due diligence including placing information in the foyers of various NHA buildings.

Chair Foster recognized Commissioner Bennett who commented on Sue Biasizzo's concerns regarding reconstruction or rehabilitation of the units and a pretty clear starting point of March

26 when it will start. Chair Foster asked Commissioner Bennett, as a resident commissioner, to assist with communication the tenants regarding reconstruction or rehabilitation.

Chair Foster then recognized Marlene Costa, Treasurer of the LCRA, who commented on various consultation and other expense items not itemized in the packet regarding the Cambridge Housing Authority and Needham Housing Authority. She also commented on the NHA to provide more redevelopment information to the tenants at the NHA buildings. She also asked the NHA to repair the potholes in the roadway and parking lots at NHA developments' buildings

Chair Foster then recognized Ms. Gosmon who asked the tenants who have questions and concerns to meet with her in the NHA office to further discuss various matters.

Chair Foster then recognized Jim Burke who is a resident and he had concerns regarding the large of amount of money owed to the Cambridge Housing Authority and Watertown Housing Authority as well as other matters.

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 Bennett to approve the June 17, 2025, NHA Bill Schedule/Check Warrant in the amended and revised total amount of $531,483.29.

   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;
   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 made by Commissioner Foster and seconded by Commissioner Bennett to approve the June 17, 2025, HRH LLC Bill Schedule/Check Warrant in the amount of $197,939.83.

   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;
   Commissioner Berman votes aye.
   The motion carried. The vote was 5-0-0.

B. The Consent Agenda

1. NHA & HRH LLC Regular Monthly Meeting Minutes 4/17/2025
2. NHA & HRH LLC Regular Monthly Meeting Minutes 5/15/2025
3. Milne, Shaw & Robillard, PC Monthly Management Report Accountant's Report

4. NHA Monthly Vacancy & Workorder Report
5. NHA Tenant Accounts Receivable Report
6. 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 amended Consent Agenda.

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; Commissioner Berman votes aye.

The motion carried. The vote was 5-0-0.

C. Review & Approve: Waste Removal and Recycling Policy

Ms. Gosmon presented the draft Waste Removal and Recycling Policy to the Board for final review and approval. A brief discussion followed. Chair Foster commented that this policy will be fine-tuned once it is implemented. Commissioner Berman proposed an amendment change to decrease the Bin non-compliance fee and Waste removal and disposal fee from $35.00 dollars to $25.00 dollars in this Waste Removal and Recycling Policy. Commissioner Bennett agreed with Commissioner Berman to lower the fee(s) amount. The Board discussed and agreed to amend the Waste Removal and Recycling Policy for approval.

Motion and Vote

The Board reviewed and discussed the amended Waste Removal and Recycling Policy for approval to be effective on June 17, 2025. Upon a motion duly made by Commissioner Foster and seconded by Commissioner Engler, the Board approved the Waste Removal and Recycling Policy.

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; Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

D. Review & Approve: Intergovernmental Agreement with Watertown Housing Authority

Chair Foster asked the Board to review the proposed Intergovernmental Agreement and scope. He then recognized Ms. Gosmon who provided a summary of the proposed Intergovernmental Agreement between the Watertown Housing Authority (WHA) and Needham Housing Authority (NHA). Ms. Gosmon asked the Board to approve the NHA to partner with the WHA for the WHA to provide support services and assistance to the NHA's federal public housing program and guidance to the NHA's new Federal Public Housing Manager to administer it timely and efficiently. Ms. Gosmon noted the NHA's new Federal Public Housing Manager has tremendous potential in her role and she briefly provided her previous professional career background and experience. Ms. Gosmon also noted the WHA support services will provide correct guidance, direction, and support to the NHA's new Federal Public Housing Manager. Ms. Gosmon envisions this Intergovernmental Agreement to be for about six (6) months.

A brief discussion followed. Commissioner Foster commented on the origin of the Intergovernmental Agreement's boiler form template that originally came from the Cambridge Housing Authority and this form's standard terms and conditions were last updated in 2021. He also commented that this Intergovernmental Agreement's form has been carefully vetted by both parties' legal counsel and the NHA has been content using it. He asked the Board to review the scope of work on Exhibit A.

There was a discussion on this Intergovernmental Agreement's fee. Commissioner Berman noted the Intergovernmental Agreement's fee shall be no less than $1,500.00 dollars per month and she asked the Board to put a cap on the fee of $1,500.00 dollars per month. Chair Foster asked Commissioner Berman to clarify her suggestion regarding the fee is either a monthly cap or overall cap. Chair Foster proposed to cap the overall fee, not monthly fee. The NHA Board of Commissioners approved this intergovernmental agreement.

Motion and Vote
Chair Foster made a motion to approve the one (1) year Intergovernmental Agreement with a cap of $18,000.00 dollars. Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett, the Board approved the Intergovernmental Agreement between the Watertown Housing Authority and Needham Housing Authority

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; Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

E. Executive Director's Report

Ms. Gosmon delivered an update on the following items:

1. RFP for New Fee Accountant – Placeholder Discussed
2. Draft - Admissions and Continued Occupancy Policy (ACOP) and Housing Opportunity Through Modernization Act (HOTMA) – Placeholder Discussed
3. Straw poll on NHA Website – Discussed
4. Housing Opportunity Through Modernization Act (HOTMA) – Reviewed and Discussed
5. Internal Controls over Financial Reporting Policy- Discussed
6. MCAD Complaint - Discussed

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

Chair Foster delivered an update on the following items:

1. Linden Street Redevelopment Project / Linden Terrace Phase One A Redevelopment Project. Chair Foster provided an update on this project and noted various related matters. He noted the NHA found a consulting firm to put

out a RFP to solicit proposals for reallocating up to 20-30 existing Section 8 mobile vouchers and project basing such vouchers, as an essential part of the overall subsidy strategy for Linden Terrace to continue offering low affordable housing. He also noted there still no information or resolution to-date on a resident's lawsuit challenging the redevelopment.

2. Seabeds Way Preservation & Modernization Project: At the May 7, 2025, Town Meeting, Chair Foster noted the Town unanimously approved the CPC recommendation of an additional $3.2M dollars of CPA funding for the Seabeds Way Preservation & Modernization Project. Chair Foster also provided an overall update on this project and noted various related matters.

3. Monthly Reports: Cambridge Housing Authority and AHSC Peabody Developer LLC. Chair Foster provided an overall update.

4. Administrative.

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

- Cook's Afterschool Program - Update

H. New Business –

1. Review and Approve: Application and Certificate for Payment – Pine Ridge Technologies, Inc. (689 – Fire Alarm Replacement Panel)
   <u>Motion and Vote</u>
   Chair Foster made a motion for the Board to approve this payment to Ridge Technologies, Inc. Upon a motion made by Commissioner Foster and seconded by Commissioner Engler, the Board approved the Application and Certificate for Payment to Pine Ridge Technologies, Inc. (689 – Fire Alarm Replacement Panel).

   <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; Commissioner Berman votes aye.
   The motion carried. The vote was 5-0-0.

2. Review and Approve: Change Order Request, 0001 and 0002
   <u>Motion and Vote</u>
   Chair Foster made a motion for the Board to approve the Change Order Request, 0001 and 0002. Upon a motion made by Commissioner Foster and seconded by Commissioner Engler, the Board approved the Change Order Request, 0001 and 0002.

   <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;
Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

I. Adjournment of the Regular NHA & HRH LLC Meeting

Discuss and Approve Amanda Berman as an Officer/Treasurer of the NHA Board to complete the Election of the NHA Board's 2025 Officers.

Motion and Vote
Chair Foster made a motion for the Board to approve Commissioner Berman as the Treasurer of the Board. Upon a motion made by Commissioner Foster and seconded by Commissioner Engler, the Board approved Commissioner Berman as the Treasurer of the Board.

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; Commissioner Berman votes aye.
The motion carried. The vote was 5-0-0.

Informational Items
2024 Annual Report to the Town of Needham

Motion and Vote
Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to adjourn the meeting at 7:28 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; Commissioner Berman votes aye.
The motion carried. The vote was unanimous, 5-0-0.

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Respectfully submitted by
Michael Thorstad