REGULAR NHA BOARD & HRH LLC MEETINGS
MEETING MINUTES
Wednesday, January 21, 2026, 5:00 PM

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

NHA STAFF:
Cheryl Gosmon, Executive Director & Secretary
Michael Thorstad, Deputy Executive Assistant

GUESTS:
Matthew Zajac, Deputy Director, Planning and Development, (CHA) (remote)
Christian Abney, Project Manager II, Planning and Development, (CHA) (remote)
Betsy Collins, VP of Development, Peabody Properties (remote)
Michael Mattos, President & Executive Director, Affordable Housing & Services Collaborative, Inc. (AHSC) (remote)

Chairman Foster called the meeting to order at 5:17 PM. He called the Roll of Commissioners with all reporting present on Wednesday, January 21, 2026, for the Needham Housing Authority (NHA) Board & HRH LLC Regular monthly meeting: Reg Foster, Jim Flanagan, Geoff Engler, Janice Bennett, and Amanda Berman. 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 January 15, 2026, setting forth the date, time, and place of this meeting. The 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.

He also 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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ANNOUNCEMENTS FROM THE CHAIR
(Including matters that could not be reasonably anticipated in advance of the meeting):
Chair Foster announced that he would leave the meeting early to attend another meeting.

He noted that agenda item G. 2. would be taken out of order and moved to the first agenda item to accommodate the guest speaker Betsy Collins, VP of Development, Peabody Properties. He introduced Betsy Collins who provided an update on the consulting activity for Linden Terrace Phase 1A Redevelopment Project and noted that a second round of funding for this project is ready to be submitted.

Chair Foster then noted that agenda item G. 1. would be taken out of order to accommodate the guest speaker Matt Zajac, Deputy Director, Planning and Development of CHA. He introduced Mr. Zajac who provided an update on the tenant relocation meeting, construction documents, and predevelopment loan for the Seabeds Way Preservation & Modernization Project.

Chair Foster left the meeting early at 6:50 PM to attend another meeting.

RESIDENT/COMMUNITY INPUT – Occurred later in the meeting.

Chair Foster noted an Open Meeting Law Complaint was filed by resident Mr. Ross Donald against the NHA with the MA Office of the Attorney General. He commented that an NHA draft response to this complaint will be reviewed by the NHA Board for the NHA to finalize and mail it before the deadline to the MA Office of the Attorney General.

Chair Foster then recognized Carol Briggs, who stated that she is a RAB member and expressed her concerns about how the RAB board is appointed. Executive Director Ms. Gosmon responded and mentioned HUD guidance on the appointment of RAB board members which is at her discretion.

Chair Foster then recognized Marlene Costa and James Burke, who both reported on various resident and other matters.

Chair Foster then recognized Ross Donald, who commented on various resident and 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 duly made by Commissioner Flanagan and seconded by Commissioner Engler to approve the January 21, 2026, NHA Bill Schedule/Check Warrant in the amount of $672,032.98.

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

2. HRH LLC Bill Schedule/Check Warrant
   Motion and Vote
   Upon a motion duly made by Commissioner Engler and seconded by Commissioner Bennett to approve the January 21, 2026, HRH LLC Bill Schedule/Check Warrant in the amount of $41,284.24.

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

B. The Consent Agenda:

1. NHA & HRH LLC Regular Monthly Meeting Minutes 12/10/2025
2. NHA Special Board Meeting Minutes 1/7/26
3. Town of Needham Select Board and NHA Appointment Subcommittee Meeting Minutes 05/27/2025
4. Town of Needham Select Board and NHA Appointment Subcommittee Meeting Minutes 05/28/25
5. Town of Needham Select Board and NHA Appointment Subcommittee Meeting Minutes 05/29/2025
6. Town of Needham Select Board Meeting Minutes 6/10/25
7. NHA/Select Board Joint Meeting Minutes 6/10/25
8. NHA Monthly Vacancy & Workorder Report
9. NHA Tenant Accounts Receivable Report
10. NHA Tenant Accounts Receivable & Aging Report

Vice Chair Flanagan asked if the NHA Board of Commissioners wanted to remove any of the Consent Agenda items. Commissioner Bennett requested to remove Consent Agenda items 9 and 10 that weren't provided under separate cover via email by the NHA Executive Director (ED) Cheryl Gosmon. The NHA Board agreed to remove Consent Agenda items 9 and 10.

Motion and Vote
Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Berman, the NHA Board approved the Consent Agenda subject to removing agenda items 9 and 10.

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

C. Review and Approve: Draft NHA Housekeeping Policy
Vice Chair Flanagan recognized Ms. Cheryl Gosmon who introduced the draft NHA Housekeeping Policy for the NHA Board's review approval. She noted that this policy was in the board packet of the previous NHA Board & HRH LLC Regular Monthly Meeting that occurred on December 10, 2025, which was initially reviewed by the NHA Board. She explained NHA's need for this specific policy to have the NHA Board consider approving it. A brief discussion followed.

<u>Motion and Vote</u>
Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Berman to approve the NHA Housekeeping Policy as submitted.

<u>Vice Chair Flanagan called the roll of Commissioners in favor of this motion</u>:
Commissioner Flanagan votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye; and Commissioner Berman votes aye.
The motion carried. The vote was 4-0-0.

D. Review and Approve: Draft - Admissions and Continued Occupancy Policy (ACOP)
Chair Foster stated that the draft NHA ACOP document will not be reviewed by the NHA Board for approval in this meeting due to its voluminous length. He noted that the lengthy draft NHA ACOP document will be thoroughly reviewed by the NHA Board, possibly in a separate meeting or retreat between the NHA Board and NHA staff. Ms. Gosmon agreed to schedule this suggested separate meeting or retreat. He asked Ms. Gosmon to prepare an executive summary of the draft NHA ACOP, and the NHA Board agreed. He then asked Ms. Gosmon when she would like this policy approved by the NHA Board, and she replied preferably by June 2026.

E. Review and Approve: Independent Public Audit Services – covered earlier in the meeting

1. Subcommittee Report - Dooley & Vicars Audit Services RFP
   Chair Foster delivered an update on the NHA Board Subcommittee's Report after its thorough review of Dooley & Vicars CPAs submitted RFP for Independent Public Audit Services. Ms. Gosmon provided additional related comments. A discussion followed.

   <u>Motion and Vote</u>
   Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan, the NHA Board voted to approve selecting Dooley & Vicars CPAs as NHA's auditing firm.

   <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.

F. Executive Director's Report
Ms. Gosmon delivered an update and reported on the following items:

1. HUD NSPIRE Inspections Report
2. Draft - NHA Parking Policy for Linden, Chambers, Captain Robert Cook Drive, and Seabeds Way – Placeholder
3. Housing Opportunity Through Modernization Act (HOTMA) – Placeholder
4. New Business

G. Status Updates - External Initiatives: Preservation & Redevelopment Initiative (PRI) – partially covered earlier in this meeting

Vice Chair Flanagan noted that agenda items G. 1. and G. 2. were moved and discussed at the beginning of this meeting.

1. Seabeds Way Preservation & Modernization Project (CHA)
2. Linden Terrace Phase 1A Redevelopment Project
3. Monthly Reports: Cambridge Housing Authority (CHA) and AHSC Peabody Developer LLC
4. Administrative

H. Status Updates - Internal Initiatives: Resident Services Coordinator's Quarterly Reports

Ms. Gosmon delivered an update on the following items:

- NHA Family Self-Sufficiency (FSS) Report
- Resident Services Coordinator (RSC) Report

I. Review and Discuss: 2025 Executive Director Performance Evaluation – covered earlier in this meeting

Chair Foster introduced the agenda item 2025 Executive Director Performance Evaluation to be discussed among the NHA Board for the first time. Each member of the NHA Board provided their individual review feedback and comments on Ms. Gosmon's overall job performance, which were positive and favorable.

Chair Foster then recommended that the NHA Board consider amending to increase Ms. Gosmon's 2025 Annual Bonus from 10K to 15K subject to approval by the EOHLC. A brief discussion followed.

Motion and Vote

Upon a motion duly made by Chair Foster and seconded by Commissioner Berman to approve an Amendment to increase Ms. Gosmon's 2025 Annual Bonus from 10K to 15K subject to approval by the EOHLC.

Chair Foster called the roll of Commissioners in favor of this motion:

Commissioner Foster votes aye; Commissioner Flanagan votes aye; Commissioner Berman votes aye; Commissioner Bennett votes aye; Commissioner Engler votes aye;

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

J. New Business –

1. **2025-2026 Utility Allowances**

   Ms. Gosmon asked for the NHA Board's consideration to approve the 2025 Utility Allowances and post this information on the NHA website.

   Motion and Vote

   Upon a motion duly made by Commissioner Janice Bennett and seconded by Commissioner Flanagan to approve the 2025 Utility Allowances.

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

2. **NHA Tenant Commissioner - Appointment Process Update** – covered earlier in the meeting
   Chair Foster delivered an update on the NHA Tenant Commissioner appointment process and encouraged any resident that is interested in this commissioner seat to run. He then asked incumbent Resident Commissioner Bennett to provide comments. She provided comments.

K. Adjournment of the Regular NHA & HRH LLC Monthly Meetings
Motion and Vote
Upon a motion duly made by Vice Chair Flanagan and seconded by Commissioner Engler to adjourn the meeting at 7:45 PM.

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

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Respectfully submitted by:
Michael Thorstad, Deputy Executive Director