

**NEEDHAM HOUSING AUTHORITY
HIGH ROCK HOMES, LLC
BOARD MEETINGS
MINUTES**

Tuesday March 19, 2024

COMMISSIONERS PRESENT:

Reginald C. Foster, Chair - Present
Eleanor Evans, Vice-Chair - Present
Ed Scheideler, Treasurer - Present
Janice Bennett, Commissioner (remote)
Penny Kirk, Commissioner -Present

NHA STAFF PRESENT:

Cheryl Gosmon, Executive Director
Margarita Morales Asst. Ex. Director

This is a Hybrid meeting. Chair Foster called the meeting to order at 7:00 pm. He called the roll of Commissioners with all reporting present on Tuesday, March 19, 2024, for the Needham Housing Authority (NHA) and High Rock Homes (HRH) LLC Regular Board meeting. He noted that adequate notice of this meeting has been provided by the Secretary of the NHA by preparing a Public Notice dated March 15, 2024, 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 persons requesting it.

ANNOUNCEMENTS FROM THE CHAIR

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

RESIDENT/COMMUNITY INPUT

Community Comments

Cook’s Bridge Tenant Association Sue Biazisso –
Complimented ROSS and FSS programs

Linden Chamber Residents

Ross Donald- Would like better coordination as to extermination process – He also commented that he believes 164 Linden Street has a violation of a variance. Janice Bennett commented 164 Linden Street was never used as a community room for the residents.

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

- | | |
|--|---------------|
| 1. NHA Bill Schedule/Check Warrant | \$ 538,587.48 |
| 2. HRH LLC Bill Schedule/Check Warrant | \$ 54,086.34 |

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Scheideler to approve NHA Bill Schedule/Check Warrants with amendments of \$538,453.49.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

Motion and Vote

Upon a motion duly made by Commissioner Evans and seconded by Commissioner Bennett to approve HRH LLC Bill Schedule/Check Warrants with amendments of \$54,086.34

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

B. Review & Approve -- Board Meeting Minutes

1. NHA Special Meeting – 2-6-24
2. NHA Monthly Meeting – 2-15-2024
3. NHA Special Meeting – 2-22-2024

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Evans to approve minutes of Board meetings February 6, 2024, February 15, 2024, and February 22, 2024

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

C. Laracy Electrical Contractors, Inc. Final Approvals

1. Small Projects Requisition Form
2. Certificate of Final Completion

Motion and Vote

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Scheideler to approve final payment of \$19,717.25 and Certification of Final Completion for the project.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

D. Renew Cynthia Howe, Consultant Contract

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve renewal of Consultant Contract for Cynthia Howe.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

E. Approve Certifications

- Certification of Year-End Financial Statements and TAR Data
- Certification of Compliance with Notification Procedures for Fed/State Lead Paint Laws
- Fiscal Year-End Certification of Preparer and Executive Director

F. Review & Approve – Executive Director Interim Goal Evaluation, Personnel Evaluation and Salary Review

Motion and Vote

Upon a motion duly made by Commissioner Scheider to approve a 5% increase to Executive Director and seconded by commissioner Kirk.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

Accept Grants that have been awarded to the NHA, written by Commissioner Kirk

1. Mass Cultural Grants

FY23 Grant - Music Around World - \$2500.00

FY24 Holiday Music Around the World -
\$2500.00

2. Needham Education Foundation

Cooks After School Enrichment Program - \$4250.00

Motion and Vote

Upon a motion duly made by Commissioner Bennett to accept Music Around the World grant of 5,000.00 and seconded by commissioner Scheider.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

Motion and Vote

Upon a motion duly made by Commissioner Evans to approve the Needham Education Foundation for Cooks Afterschool Enrichment Program - \$4250.00 and seconded by commissioner Scheider.

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

Commissioner Foster votes aye; Commissioner Evans votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye, and Commissioner Bennett votes aye.

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

G. Information & Discussion: Executive Director’s Report

1. Monthly Financial Report – February 2024
2. Monthly Management Report
3. Waiting List Report
4. Tenant Accounts Receivable - Update
5. Staffing Update
6. Proposed 2024 ED Goals
7. Community Room and Shared Spaces Policy – Placeholder
8. Initiative to take HRH LLC Management back In-house – Placeholder
9. Any other issues/updates of NHA

H. Status Updates – Preservation & Redevelopment Initiative (PRI) (R. Foster)

1. Linden/Chambers Redevelopment Project
2. Seabeds/Cook Preservation & Modernization Project
3. Development Partner Negotiations
 - New Board Training Date(s)
4. Report on PRI-related matters considered by Town Boards and Committees
5. CHA Monthly Report – Questions?
6. PRI Budget Update

I. Status Updates – Internal Initiatives

1. Paving Project at SBW/CRCO Update
2. Linden/Chambers – Placeholder
3. Unit 42 – CRCO
4. Cooks Afterschool Program Update

J. New Business

1. Status Update - NHA 2024 State Capital Improvement Plan
2. Date of NHA May 2024 Regular Meeting & Annual Meeting

L. Adjournment of the Regular NHA & HRH LLC Meetings

Motion and Vote

Upon a motion duly made by Commissioner Evans and seconded by Commissioner Bennett to adjourn the NHA and HRH LLC March 19, 2023.

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

Commissioner Evans votes, aye; Commissioner Kirk votes, aye; Commissioner Bennett votes, aye; Commissioner Scheideler votes, aye; and Commissioner Foster votes, aye.

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

Respectfully Submitted by:

Margarita Morales

March 19, 2024