

**NEEDHAM HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
HIGH ROCK HOMES LLC MEETING  
Thursday February 18, 2021**

**ROLL CALL BY VICE-CHAIR FOSTER TO CONVENE THE REGULAR MEETING**

**ROLL CALL TO CONVENE THE MEETINGS**

**COMMISSIONERS:**

Chair Reginald C. Foster

Vice-Chair Karen Hughey

Commissioner Penny Kirk

Commissioner Ed Scheideler

**ABSENT:**

Commissioner Eleanor Evans

**GUEST:**

Rick Shaw, CPA

**NHA STAFF:**

Angie Medeiros, Executive Director

Deb Tambeau, Resident Service Coordinator

Vice Chair Ms. Hughey declared that a quorum was present, and that adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated February 15, 2021 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.

**AGENDA – REGULAR NHA BOARD & HRH LLC MEETINGS**

**CHAIR’S ANNOUNCEMENTS:**

Mrs. Kirk is our designated representative to the Community Preservation Committee, and provided a report of the most recent meeting. A new proposal has been made regarding the 11%/year that is set aside for community housing. The idea is to double it to 22%/year. This would increase the amount that is set aside in the reserves, which will be beneficial to the NHA when we start modernization/redevelopment activities. Mrs. Kirk recommended that the Board endorse this proposal.

Mrs. Kirk also described the mission of a new grass roots organization: Equal Justice Needham. They are very interested in helping the NHA, and they are looking at the inequities and are glad to see Needham receiving some benefits.

Mr. Schneider asked, "Is the CPA money available for both federal and state programs?", i. e. to repair either state or federally subsidized housing. Chair Foster responded "yes"...either state or federal. But that CPA funds are restricted in other ways: they generally can't be used for day-to-day maintenance/repairs, but can be used for capital improvements.

Ms. Medeiros planned a Saturday Covid-19 vaccination clinic where residents over 75 and staff would receive vaccines however, they were not available. Mrs. Tambeau has been in contact with DPH and rescheduled for March 6, 2021 in hope that 65+ and anyone living in senior housing can also receive the vaccinations. Mrs. Kirk suggested to use the Robo call to let the residents know, Mrs. Tambeau confirmed this and will be sending out letters as well.

### **RESIDENT/TENANT INPUT:**

Janice Bennett heard on the news that the vaccinations would include low-income housing as well, Ms. Bennett lives in family housing but is 65+. Ms. Medeiros will follow up with that.

Sue Biasizzo asked, "Where are the minutes for January?" The minutes need to be approved. She also wanted to validate that Ms. Hughey is not running for the Board again. Ms. Hughey confirmed she is not running again.

Nancy-Lee lives on Chambers St. and is 58, Ms. Medeiros confirmed that everyone in senior housing will be allowed to receive the vaccinations. Mrs. Tambeau is going to include the benefits of the vaccine in the monthly newsletter.

Mrs. Kirk wanted to amend a statement and would like to state that Janice Bennett and Cheryl \_\_\_\_\_ started the after-school program. Mrs. Kirk would like to acknowledge the maintenance team for following the COVID-19 protocol. She encouraged to get this in the paper along with the vaccination site.

Rachel Crimlisk commented that she understands why people do not want to receive the vaccination, she suggested that along side that if they could get a doctor or nurse to educate the residents about the vaccine.

Nicole commented how great the grounds looked over the summer but wanted to know why the sidewalks were not cleared for pedestrians, so they are forced to walk in the street. This is at CRC Dr.

Kalpana wanted to add to the concern regarding providing information about the vaccinations by having someone they trust explain the benefits.

Ms. Biasizzo went onto mass.gov quoting that "individuals with 2 medical conditions and individuals 65+ are eligible for the vaccine."

### **DISCUSSION/APPROVAL ITEMS:**

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### 1. Discussion & Approval: All year end reporting

Our fee accountant Rick Shaw prepared the finances for State and Federal tax, the State requires the Boards approval. When the finance statement is done, Rick anticipates that all the programs have good reserves and made money. The budget looks good for next year as well because the State budget required a 4% cut of the budget. However, this was recently updated allowing for an extra \$20,000 than when the budget was first reported. Tenants are paying rent on time which is great for the Authority and there is \$240,000 in the ending reserve which is what DCHD looks for. The report must be submitted by March 1, 2021. Rick recognized that the Authority has moved into the top 5% within the last couple of years.

Upon a motion duly made to approve the 2020-year end statement Chair Foster and seconded by Vice Chair Hughey, it was approved by vote of 4 in favor.

### 2. Discussion: 2021 Board of Commissioners Training

Chair Foster and Ms. Medeiros discovered that there has been an upgrade to Board Member Certification Program through Mass. NAHRO, it is a 5-part program. The classes run on a periodic schedule so you can take the next class later in the year if you cannot make one. It is \$149 per person per session paid for by the Authority. Mr. Foster asked if each Commissioner could sign up to the goal of completing all five courses in 2021, thus earning his/her certification. All agreed that this was a worthy goal.

### 3. Policy Update Process & Approval: Admissions & Continued Occupancy Policy

This policy hasn't been updated since 2010. Via a huge effort, ED Medeiros updated the document and reviewed the draft with our attorney. A public hearing was held on January 27, 2021, attended by 2 people for public comment. Neither person made any recommendations for improvement. Additionally all affected tenants were notices of the proposed new ACOP draft, and provided access to the document. No comments were received. Ms. Medeiros had also received a number of wordsmithing suggestions from the commissioners, which she will incorporate. Chair Foster recommends that the Board they can approve the current draft tonight subject to typo and wordsmithing changes. Next step after Board approval: submission HUD for the final approval.

## **RESOLUTION #2021-148**

To approve the updated NHA Admissions and Continued Occupancy Policy.

Upon a motion duly by Chair Foster and seconded by Mrs. Kirk, it was approved by vote of 4 in favor.

### 4. Discussion & Approval: Minutes of NHA Board Meetings

- 12/21/2021 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting

This is deferred until the March meeting.

5. Approval: Contract approval for entrance & mechanical door replacement @ Chambers buildings

The proposed contract has been withdrawn.

6. Update: Negotiations on the 2021-23 Union Collective Bargaining Agreement

This will be a standard agenda item, but there is not any announcements tonight.

7. Information & Discussion: Executive Director's Report, Financial Report, Vacancy Report

Ms. Medeiros would like to announce she has purchased new chairs for the Board's future in person meetings. DCHD replaced 2 generators at the Matthew's House on Great Plain Ave. Needham Community Council is offering free tablets and hoping to give free Wi-Fi, tenants would have their own password to access the Wi-Fi.

8. Approval: NHA Bill/Check Warrant

**RESOLUTION #2020-150**

To approve payment of the bill roll/check roll listed on the Warrant dated February 18, 2021 in the amount of \$367,574.78 as follows:

|   |              |
|---|--------------|
| Section 8: 116 vouchers.....                                    | \$149,280.89 |
| Payroll checks (1/20/2021) #501873-501884.....                  | \$24,337.76  |
| Payroll checks (1/29/2021) #501888-50189.....                   | \$11,879.27  |
| Payroll checks (2/4/2021) #501903-501919.....                   | \$12,251.40  |
| Payroll checks (2/11/2021) #501920-501931.....                  | \$14,021.7   |
| A/P Checks 1 <sup>st</sup> batch (2/4/2021) #33245-#33277.....  | \$106,361.83 |
| Utility Allowances (2/4/2021) #33278-#33283.....                | \$462.00     |
| A/P Checks 2 <sup>nd</sup> batch (2/11/2021) #33245-#33277..... | \$48,979.93  |

Upon a motion duly made to approve by Chair Foster and seconded by Vice Chair Hughey it was approved by vote of 4 in favor.

9. Approval: HRH LLC Bill/Check Warrant

**RESOLUTION #HRH2020-30**

To approve payment of the bill roll/check roll listed on the Warrant dated February 18, 2021 in the amount of \$30,103.60 as follows:

|  |             |
|--|-------------|
| A/P Checks (2/4/2020) #3106-#3110..... | \$24,497.61 |
| A/P Checks (2/9/2020) #3111.....       | \$4,896.49  |
| A/P Checks (2//2020) #3112-#3113.....  | \$709.50    |

Upon a motion duly made to approve by Chair Foster and seconded by Mrs. Kirk, it was approved by vote of 4 in favor.

Upon a motion duly made to adjourn the meeting by Vice Chair Hughey and seconded by Mrs. Kirk, it was approved by vote of 4 in favor.

**UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES**

|                |         |                  |                       |
|----------------|---------|------------------|-----------------------|
| March 18, 2021 | 6:00 PM | Regular Meeting  | Zoom Virtual Meeting  |
| April 15, 2021 | 6:00 PM | Regular Meetings | Zoom Virtual Meetings |