

**NEEDHAM HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
HIGH ROCK HOMES LLC MEETING  
Thursday April 15, 2021 6:00PM**

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

**ROLL CALL TO CONVENE THE MEETINGS**

**COMMISSIONERS:**

Chair Reginald C. Foster  
Treasurer Eleanor Evans  
Commissioner Penny Kirk  
Commissioner Ed Scheideler  
Commissioner Janice Bennett

**NHA STAFF:**

Angie Medeiros, Executive Director

**GUEST:** Denise Garlick

Adequate notice of this meeting has been provided by the Secretary of the Needham Housing Authority (NHA) by preparing a Public Notice dated April 9, 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 requesting it.

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

**CHAIR’S ANNOUNCEMENTS:**

Ms. Bennett had been sworn into the Board as a new commissioner. Chair Foster welcomed her to the Board. Chair Foster invited Ms. Hughey as a Special Guest in which he thanked her for her dedication and contributions to the Board in the past 5 years.

Mr. Schneider was impressed with Ms. Hughey’s knowledge; he is thankful for her help. Mrs. Kirk is also thankful for the knowledge that Ms. Hughey has presented over the years.

Ms. Medeiros is thankful for everything. Mrs. Evans is thankful to Ms. Hughey for her help in discovering the Board. Chair Foster presented Ms. Hughey with a Certificate of Appreciation.

Chair Foster informed the Board he took the Mass NAHRO training this past Saturday. He is signed up for the upcoming ones on May 8<sup>th</sup> and June 12<sup>th</sup>; he extended an invitation to the members of the Board to attend.

**Resident Input:**

Sue Biasizzo asked Ms. Medeiros about the security cameras and how much the estimate is. The residents are very concerned that the cameras are going to invade their privacy. She believes it is \$100,000 for 13 cameras. Ms. Biasizzo stated the paving should be fixed before cameras are installed. Ms. Medeiros responded that it is in the 5-year plan. Ms. Biasizzo will take Ms. Bennett's place as Treasurer on the Resident Board for the rest of the term.

Mr. Donald would like to discuss opening the Community Room, he would like to see the 5-year plan and is concerned about the equipment that has been left out on the walkway behind Linden. Last year, the landscaping was not a good experience. He believes they can have better gardens without Maintenance getting involved. Chair Foster and Ms. Medeiros responded that the Community Room opening still needs to follow certain guidelines, it will only be open during operating hours.

**DISCUSSION/APPROVAL ITEMS:**

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**1. Discussion: With Representative Denise Garlick**

Ms. Garlick thanked Ms. Hughey for her service and congratulated Ms. Bennett for her win as commissioner. Ms. Garlick shared with NAHRO her journey with Needham Housing Authority. She shared with other Representatives how to develop a relationship with the housing authorities.

Her role is to the Residents of the Needham Housing Authority, the budget has been the highest. Her role is as a liaison to DHCD and on behalf of Needham Housing Authority and connects with other agencies.

She presented tools; 1 tool being Steps to Solutions. Ms. Garlick and her team worked with DHCD; they came up with this 7-step process to find a solution for any problems related to Needham Housing Authority. Ms. Garlick went over the 7 Steps to Solutions. The Board of Commissioners has a lot of responsibility and not enough resources.

She presented her responsibility as building the community after these Covid times. Ms. Garlick wants to bring people together from different organizations. Ms. Bennett asked what entities the Town can offer. Ms. Garlick as an example, is a member of the Needham Exchange Club, stating the Board should consider inviting these members of the community to build relationships.

**2. Status Update: COVID-19**

Ms. Medeiros already confirmed opening the Community Room and stated that they will continue to sanitize as they have been.

**3. Status Update: Equal Justice Needham**

One of their major focuses is affordable housing. They have produced a report that contains a lot of issues which will be presented at Town Meeting.

Chair Foster taught a course Needham Housing 101 to the sub-group that focuses on housing. He is teaching another course.

#### **4. Status Update: CPC Proposal to increase annual CPA community housing appropriations from 11% to 22%**

It will increase to an estimated \$760,000. It is on the Special Meeting Town Warrant; Article 32, the Town Meeting is on May 3<sup>rd</sup>, 2021. They are interested in the development plans; Mrs. Kirk is the representative on the CPC. She talked to a sub-committee of Equal Justice that would like to focus on what they can do for the Housing Authority. They will create a survey and present it to the Board to confirm it is a good idea.

Mrs. Evans thinks it is a good idea to do a survey and build on the previous survey from 2018. They have read the survey and are ready to build off that. Ms. Bennett does not think that people want to take surveys, but if they are rewarded, they may fill it out or discard it. Chair Foster is sensitive to surveys because he can understand the frustration for robot calls and his concerned that if you ask a question a certain way it could be misinterpreted. Mr. Schneider is in favor in supporting this kind of initiative. Mrs. Evans thinks there should be a professional that look at the survey.

Chair Foster thinks that the increase is a great idea and supports the 22%.

Upon a motion duly made by Chair Foster and seconded by Commissioner Schneider to support the 22% increase, it was unanimously approved by vote of 5-0 in favor.

#### **5. Status Update: Issuing the RFP for Modernization and Redevelopment Consulting Services**

The CPA funds would match NHA funds from the Management Reserve, which was presented in 2019. The Board postponed issuing the RFP during the Pandemic until Spring 2021. It is time to put the RFP out and getting some bids over the next year. Ms. Medeiros needs a Deputy Director to help with annual reports, annual plans etc.

Mr. Schneider would support hiring a Deputy Director but believes getting the RFP out will not affect the office right away. The Board agreed with moving forward. Chair Foster suggested Ms. Medeiros presents a job description to the Board. Chair Foster has found in the past it is important to have resident input and having an advisory committee in place would be important in making the right choices. Ms. Bennett recommended a Resident Advisory Board, once the consultants are hired there will be an advisory board created.

#### **6. Status Update: Policy Update Process -- Next Steps**

Ms. Medeiros stated all policies are up to date. Chair Foster would like a list of the policies and when they were updated.

#### **7. Information & Discussion: Thursday, May 20, 2021 NHA Annual Meeting**

An annual meeting is for voting new officers to office such as Chair, Vice-Chair, etc. Annual meetings of the authority shall be held in May to elect officers and receiving annual report from the ED.

**8. Discussion & Approval: Minutes of NHA Board Meetings:**

**• 3/18/2021 Regular NHA Board Meeting and High Rock Homes LLC Board Meeting**

Chair Foster explained the officers will be elected as Chair, Vice-Chair and Treasurer. He went through their practice of proposing a slate of officers, it is discussed and voted upon.

Upon a motion duly made by Chair Foster and seconded by Commissioner Kirk to have meeting Thursday May 20<sup>th</sup>, 2021 annual meeting, it was approved by vote of 4-0 in favor, with Ms. Bennett abstaining.

**RESOLUTION #2021-154**

To approve Minutes of the following Board Meetings:

- 3/18/2021 Regular NHA Meeting & High Rock Homes LLC Board Meeting

Upon a motion duly made by Chair Foster and seconded by Commissioner Evans with revisions, it was approved by vote of 4-0 in favor, with Ms. Bennett abstaining.

**8. Information & Discussion: Executive Director’s Report, Financial Report, Vacancy Report**

Ms. Medeiros announced they revised a donation for the after-school program of \$5,000 from Beth Israel Hospital. She hopes to receive another \$5,000 from another agency in Needham.

The community room is now open during working hours; staff has been fully vacated.

Ms. Medeiros received a grant of \$18,000 from HUD called set aside, which can be used for things like adding to the grounds or revamping a building.

Mrs. Kirk expressed the Resident’s concern with the parking stickers saying Needham Housing, it should only say a number, they feel as though it is not everyone’s business knowing where they may live.

Chair Foster is following up on Mr. Schneider’s question from last month about renting the vacant properties. Ms. Medeiros responded that they have rented out their first 5 units. She explained the screening process.

Chair Foster asked for an update about section 8 from Dedham. Ms. Medeiros is waiting to get a quote from the inspection properties. Ms. Medeiros is confident in it running smoothly.

**9. Approval: NHA Bill/Check Warrant**

**RESOLUTION #2020-155**

To approve payment of the bill roll/check roll listed on the Warrant dated April 15, 2021 in the amount of \$348,044.22 as follows:

Section 8: 114 vouchers.....	\$144,872.00
Payroll checks (3/18/20201) #501998-502012.....	\$11,833.93
Payroll checks (3/25/2021) #502013-502027.....	\$11,807.22

Payroll checks (4/1/2021) #502028-502044.....	\$11,181.96
Payroll checks (4/8/2021) #502045-502059.....	\$11,792.75
A/P Checks 1 <sup>st</sup> batch (4/1/2021) #33379-#33399.....	\$69,993.52
A/P Checks 2 <sup>nd</sup> batch (4/8/2021) #33400-#33439.....	\$86,562.84

Upon a motion duly made by Chair Foster and seconded by Commissioner Kirk, it was approved unanimously by vote of 5-0 in favor.

**10. Approval: HRH LLC Bill/Check Warrant**

**RESOLUTION #HRH2020-33**

To approve payment of the bill roll/check roll listed on the Warrant dated April 15, 2021 in the amount of \$35,392.10 as follows:

A/P Checks (3/19/2020) #3124.....	\$6,019.00
A/P Checks (4/1/2020) #3125-3129.....	\$29,373.10
A/P Checks (3/11/2020) #3120-#3123.....	\$23,649.07

Upon a motion duly made by Chair Foster and seconded by Commissioner Schneider, it was unanimously approved by vote of 5-0 in favor.

The Board has some questions they would like Ms. Medeiros to get from Rick, who is the accountant for the Section 8 Program.

**UPCOMING NEEDHAM HOUSING AUTHORITY BOARD MEETING DATES**

Thursday May 20, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday May 20, 2021 6:00pm	NHA Annual Meeting	Zoom Virtual Meetings
Thursday June 17, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday July. 15, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday Aug. 19, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday Sep. 16, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday Oct. 21, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday Nov. 18, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings
Thursday Dec. 16, 2021 6:00pm	Regular Meetings	Zoom Virtual Meetings