

**NEEDHAM HOUSING AUTHORITY  
SPECIAL BOARD MEETING MINUTES**

**Thursday, December 12, 2024, 5:00 PM**

**COMMISSIONERS:**

Reginald C Foster, Chair  
Jim Flanagan, Vice-Chair  
Ed Scheideler, Treasurer (remote)  
Penny Kirk, Commissioner (remote)  
Janice Bennett, Commissioner (remote)

**NHA STAFF:**

Cheryl Gosmon, Executive Director

**GUEST: Rick Shaw, Milne, Shaw & Robillard P.C.**

Chairman Foster called the meeting to order at 5:01 PM. He called the roll of Commissioners with all reporting present on Thursday, December 6, 2024, for the Needham Housing Authority Special Board meeting. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated December 6, 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 people requesting it.

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**A. ANNOUNCEMENTS FROM THE CHAIR**

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

Chair Foster announced that he received word from the Town Clerk, Louise Miller, that Town Meeting Warrant Articles 18 and 19 are official and that Needham Housing Authority has the zoning relief needed to move forward with the Linden Terrace Redevelopment Project.

Also, NHA has received a special permit allowing the redevelopment of the Linden Terrace. Chair Foster subsequently announced that James Burke had filed a lawsuit against NHA and the Planning Board. Chair Foster read aloud the details of the lawsuit. He added that the lawsuit seeks a restraining order to stop progress on the Linden Terrace Redevelopment. Chair Foster shared his conversation with counsel on this matter.

Chair Foster announced that this is a special board meeting to receive recommendations from the Executive Director and the Fee Account on the 2025 budget for the Needham Housing Authority. Chair Foster invited Rick Shaw to present the budget report.

**B. CY2025 BUDGET DISCUSSION - Board Resolution and Vote**

Mr. Shaw referred to the FY25 Local Housing Authority Budget Guidelines from Governor Healey's office, which came out on August 12, 2024. He stated that one of the Budget Guidelines authorizes an increase in Allowable Non-Utility Expense Levels

(ANUEL) of 12% above FY2024 levels. He added that the total allowable expense cap for FY2025 is \$841,463. He stated that if the housing authority spends below its cap, the balance will go into its reserves. Mr. Shaw described his work developing the operational budget for CY2025. He said this is a good functional budget and will allow the housing authority to manage its operations well. Mr. Shaw stated that housing authorities can propose salary changes for maintenance and administrative staff by up to 9%. Mr. Shaw pointed out that he does the budget for the entire housing authority, including the federal program. He described other aspects of the budget, such as resident services and frozen exemptions. He also described non-routine maintenance expenses. Mr. Shaw outlined the summary of non-utility item changes for 689-1 (Mathew's House). Mr. Shaw reviewed the Section 8 budget. He stated that he projected the income to be low but that the reserves were over \$120K. Mr. Shaw summarized the budgets for the federal programs, Captain Robert Cook Drive, Seabeds Way, High Rock Estates (65-1), and the Section 8 programs. He noted that both programs have healthy reserves. A general discussion followed.

**Motion and Vote**

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Flanagan to approve the Needham Housing Authority CY2025 annual budget for state and federal programs.

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

Commissioner Foster votes aye; Commissioner Flanagan 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. Adjournment**

**Motion and Vote**

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Flanagan to adjourn the December 12, 2024, NHA Special Board meeting at 6:18 pm.

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

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

**The motion carried. The vote was unanimous, 4-0.**

Respectfully Submitted by:

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Cheryl Gosmon  
December 12, 2024