

**2025 STATE ANNUAL PLAN & PUBLIC HEARING  
REGULAR NHA BOARD & HRH LLC MEETINGS  
MEETING MINUTES  
Thursday, November 21, 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, Exec. Director & Secretary

Chairman Foster called the meeting to order at 5:07 PM. He called the roll of Commissioners with all reporting present on Thursday, November 21, 2024, for the Needham Housing Authority (NHA) Regular monthly Board. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated November 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 people requesting it.

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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 the NHA has received a fully executed and approved Executive Director contract from the Executive Office of Housing and Livable Communities (EOHLC). The contract is for three (3) years, ending on December 31, 2027.

**RESIDENT/COMMUNITY INPUT**

Ross Donald, president of the Linden Chambers Resident Association (LCRA), provided an update on the association's activities.

**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 Foster and seconded by Commissioner Flanagan to approve the NHA Bill Schedule/Check Warrant in the amount of \$780,764.74.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye;  
Commissioner Kirk votes aye; Commissioner Flanagan absent; and  
Commissioner Bennett votes aye.

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

2. HRH LLC Bill Schedule/Check Warrant

**Motion and Vote**

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the HRH LLC Bill Schedule/Check Warrant in the amount of \$30,946.89.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; Commissioner Flanagan absent; and Commissioner Bennett votes aye.

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

**B. Review & Approve -- Board Meeting Minutes**

1. 9/19/2024 NHA Regular Board Meeting Minutes

**Motion and Vote**

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Scheideler to approve September 19, 2024, NHA Regular Board Meeting Minutes as amended.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; Commissioner Flanagan absent; and Commissioner Bennett votes aye.

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

2. 10/28/2024 NHA Special Board Meeting Minutes

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve October 28, 2024, NHA Special Board Meeting Minutes as amended.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye; Commissioner Kirk votes aye; Commissioner Flanagan absent; and Commissioner Bennett votes aye.

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

**C. Executive Director 2024 Goals and Performance Evaluation: 2025 Goal Setting**

Chairman Foster led the discussion on this item and summarized the process for evaluating the executive director's Goals and Performance. Chairman Foster said that a performance bonus of up to 10% would be initiated in 2025. Chairman Foster described the process for initiating the performance bonus and noted that the bonus cannot be paid using state funds. Chairman Foster stated that the performance evaluation of the Executive Director will be conducted in a public meeting on Thursday, December 19, 2024. A brief discussion followed.

**D. Public Housing Agency (PHA) Five-Year and Annual Plan.**

Ms. Gosmon led the discussion on this item. She stated that the PHA Plan is a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals. Ms. Gosmon noted that the PHA Plan has two parts: the 5-Year Plan, which each PHA submits to HUD once every fifth year, and the Annual Plan, which is submitted to HUD every year by non-qualified agencies. Ms. Gosmon stated that HUD requires PHAs to form a Resident Advisory Board (RAB). She added that the main role of the RAB is to make recommendations in the development of the plans. Ms. Gosmon noted that residents were excellent partners with the NHA during the development of the PHA Plans. Ms. Gosmon stated that RAB members are Jessica Reese, Sue Biazzo, Janice Bennett, and Carol Briggs. Ms. Gosmon noted that the RAB has advised her on the Pet, Grievance, Rent Collection, and Recreational Equipment Policies. Ms. Gosmon stated that residents will have another opportunity to comment on the policies at the December Board meeting.

#### **E. Executive Director's Report**

Ms. Gosmon delivered and updated the following items.

1. Monthly Financial Report
2. Monthly Management Report
3. Draft Pet Policy – Review/Discussion
4. Draft Grievance Policy – Review/Discussion
5. Draft Prohibited Recreational Equipment Policy – Review/Discussion
6. Draft Deceased Tenant Policy – Placeholder
7. Any other issues/updates of NHA

#### **F. Discussion – Creating a Consent Agenda**

Ms. Gosmon presented a draft of the Consent Agenda Policy for the Board's consideration. A brief discussion followed.

#### **G. Status Updates and Approvals – Preservation & Redevelopment Initiative (PRI)**

Chairman Foster delivered an update on the following items.

1. Linden Street Redevelopment Project  
Chair Foster led the discussion on this item. He stated that the Conservation Commission signed and delivered the Order of Conditions to the NHA. He also noted that the Planning Board approved the Site Plan Review Special Permit decision. Chair Foster summarized the next steps in submitting a funding application to EOHLC. Chair Foster also summarized the events surrounding the petition to require a townwide election to repeal the Town Meetings' vote to approve Needham's MBTA Communities Act compliance plan.
2. Seabeds/Cook Preservation & Modernization Project
3. Community Preservation Act Funding Application – Approved preliminary applications.
4. Monthly Reports  
CHA

- AHSC Peabody Developer, LLC  
5. Administrative  
PRI Budget

#### **H. Status Updates – Internal Initiatives**

1. Cook’s Afterschool Program – Update

Ms. Gosmon provided a brief status update and summarized current programming. Commissioner Bennett expressed that she has seen a valiant effort from the Resident Service Coordinator to get participation for attendance at the afterschool program. Vice-Chair Flanagan reported that he met with the school assistant superintendent and had an informal conversation about what opportunities are available for students. He noted that she had recommended following up with Community Education and School Guidance. He also stated that it is a good idea to survey parents about their needs.

#### **I. New Business**

Review and Approve Section 8 Utility Allowance

**Motion and Vote**

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the Section 8 Utility Allowance as prepared by Northeastern Utility Consultants, LLC.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye;  
Commissioner Kirk votes aye; Commissioner Flanagan absent; and  
Commissioner Bennett votes aye.

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

#### **J. Adjournment of the Regular NHA & HRH LLC Meetings**

**Motion and Vote**

Upon a motion duly made by Commissioner Scheideler and seconded by Commissioner Kirk to adjourn the October 17, 2024, Regular NHA & HRH LLC meeting at 7:03 PM.

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

Commissioner Foster votes aye; Commissioner Scheideler votes aye;  
Commissioner Kirk votes aye; Commissioner Flanagan absent; and  
Commissioner Bennett votes aye.

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

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Respectfully submitted by  
Cheryl Gosmon