

NEEDHAM HOUSING AUTHORITY

REGULAR MEETING MINUTES

October 15, 2020 07:30 PM

HELD VIRTUALLY VIA ZOOM

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

Treasurer Eleanor Evans

Commissioner Penny Kirk

Commissioner Ed Scheideler

NHA STAFF:

Angie Medeiros, Executive Director

Chair Foster 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 October 13, 2020 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

RESIDENT/TENANT INPUT:

Sue Biasizzo asked if “it is possible to get chairs and a table in the laundry room on Linden St”? “Can Deb provide a summary of the meetings in the newsletter”? Ms. Medeiros is going to speak with Deb and let Sue know of some ideas. “Will the NHA suspend any rent increases”? Ms. Medeiros explained that you qualify for an interim when you lose your job, lost hours, etc.

Ross Donald reminds the Board that he has been asking about the Wi-Fi in the community room, Ms. Medeiros explained that if the internet is down, the staff needs to be made aware. Mr. Foster suggested that Ms. Medeiros follow up. Mr. Donald noted that there will be a lot of talk at the town meeting about NHA, such as 164 Linden St. He suggested it could be turned into a design center of some sort.

Chair Foster explained the RSP is about trying to get some people to help find the money to redevelop and modernize the properties. Mrs. Kirk noted the developer or whoever takes on the project refers to the resident's input.

Mr. Scheideler and Mrs. Evans spoke with Mrs. Medeiros and will have a final draft regarding making suggestions and receiving tenant input. The idea will be put into the newsletter to collect tenant input.

DISCUSSION/APPROVAL ITEMS

1. Discussion & Approval: MJS Construction Change Order to remove old chimneys and re-siding buildings

When they were doing the siding at Captain Robert Cook Dr, they noticed old chimneys need to be removed.

Resolution #2020-117: \$9,500 change order motioned to approve by Chair Foster seconded by Ms. Hughey

2. Discussion & Approval: Issuing RFP: Consultants for the next phase of Modernization & Redevelopment Initiative

This is the NHA 3rd attempt to find someone who can find the money. Chair believes it will take 2-3 months to go through the selection criteria. Put in an application for CPA funds at the town meeting in 2019 and has continued. The Board agreed out of the management reserves to match the \$150,000 from CPA.

Mrs. Kirk suggested that landscaping should be put into the contract to avoid problems from before. Mrs. Evans and herself will send some improvements via email.

Chair Foster motioned to close the discussion seconded by Ms. Hughey.

3. Information & Discussion: New Annual Plan Process: Public Hearing scheduled Thurs. 10/29/2020 @ 6pm via Zoom

DCHD approved in 2010, housing authority must input projects that have been done and policies, capital plans, etc. The housing authority will update them on what has happened throughout the year. Chair Foster suggest taking it offline to discuss the procedure.

4. Information & Discussion: Status Update: ED Contract Renewal

Subcommittee: Mr. Scheideler and Ms. Hughey reviewed Ms. Medeiros request and have reviewed the salary worksheet, that it is the last discussion. Chair Foster reminded them this is

just a tool; it is not set in stone. Monday, October 19, 2020 will be the latest to get in any comments or concerns to Ms. Hughey.

5. Policy Update Process: Status Update: Admissions & Continued Occupancy Policy Update

Ms. Medeiros will have it done by this week for the members to review. The ACOP is just federal. Chair Foster explained that there was a lot of regulations, it is a heavy read. The Board has the duty to review and approve. There are only certain areas that can be changed due to regulations. He recommends inviting an expert to focus on each chapter in a separate Board meeting or highlighting where they can change. Ms. Hughey likes both ideas. This discussion will be taken offline with Ms. Medeiros.

6. Discussion & Approval: Minutes of NHA Board Meetings:

- 9/17/2020 Regular Meeting and High Rock Homes LLC Meeting

Mrs. Kirk requested a walk around the properties with Ms. Medeiros to discuss the Lawn and Garden Policy. Mrs. Evans recommended changing the information about revamping the after-school program, meaning the room not the program itself. It is an offline unit used for the after-school program.

- 9/17/2020 Executive Session

Motion to approve by Chair Foster as amended seconded by Mrs. Kirk

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

There is a software allowing pictures, unauthorized tenants, when a tenant comes in and files a complaint to when Management has a meeting and does a summary, everything will be in the system. Everything will be anonymous so the tenants can feel encouraged to report to the office. Chair Foster recommended a consent form, Mrs. Evans will advise. Mr. Scheideler confirmed that coffee hours are back on page 44.

25 vacant units at Linden and Chambers St. Mismanagement from previous years, a lot of people were removed from the waiting list without back-up. 13 tenants did not move over from the PHA network to web. DCHD have been very helpful, Ms. Medeiros will have to reach out to about 500 people regarding the waiting list based on where they were at the time they were removed. Chair Foster confirmed the State audit is over, but Ms. Medeiros cannot offer confirmation at this time, she is still waiting for the State.

Mrs. Kirk would like to get them gift cards, but Ms. Hughey reminds the Board there is a cap to how much a gift can be.

8. Approval: NHA Bill/Check Warrant

On page 50 Mrs. Kirk noted an increase of about \$37,000. Ms. Medeiros will investigate it, but she commented that the bookkeeper said that rent collection is great and a lot of people are on time. There is a Covid-19 grant that the NHA received from DCHD. On page 52, Mrs. Kirk asked about prepay tenants. Chair Foster explained there can be an over payment and that it must be placed somewhere in the budget.

Motion to approve the bill check dated October 1, 2020 in the amount of \$62,844 by Chair Foster seconded by Ms. Hughey.

9. Approval: HRH LLC Bill/Check Warrant

Mrs. Kirk asked about 9 Summit St. receiving \$4,120. Ms. Medeiros stated she will ask, but she believed it was a credit to the tenant.

RESOLUTION #2020-121 Motion to approve the bill check roll October 15, 2020 in the amount of \$325,148.73 by Chair Foster seconded by Mrs. Kirk.

RESOLUTION #2020-127 to approve bill check roll listed on October 15, 2020 of \$25, 170.38 by Chair Foster seconded by Ms. Hughey

10. Adjourn into Executive Session to discuss Strategy for Legal Matters

To discuss strategy with respect to litigation, the nature of which cannot be publicly disclosed because it would compromise the purpose of the executive session. Following the executive session, the Board will adjourn for the evening.

A motion duly made by Chair Foster and seconded by Mrs. Hughey. Chair Foster proceeded with a roll call vote as follows:

Chair Reg Foster voted aye

Vice-Chair Karen Hughey voted aye

Treasurer Eleanor Evans voted aye

Commissioner Penny Kirk voted aye

Commissioner Ed Scheideler voted aye

The Board continued in Executive Session, then adjourned for the evening thereafter