

REGULAR NHA BOARD & HRH LLC MEETINGS
MEETING MINUTES
Thursday, January 16, 2025, 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

GUEST:

Daniel Kane, CBIZ (formerly Marcum)

Chairman Foster called the meeting to order at 5:01 PM. He called the roll of Commissioners with all reporting present on Thursday, January 16, 2025, for the Needham Housing Authority (NHA) & HRH LLC Regular monthly meeting. He stated that the NHA secretary provided adequate notice of this meeting by preparing a Public Notice dated January 10, 2025, 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.

ANNOUNCEMENTS FROM THE CHAIR

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

Chair Foster announced that a “NO” vote prevailed on the MBTA Communities Law. Residents voted Tuesday, January 14, 2025 to reject a zoning plan that would have brought Needham into compliance with the MBTA Communities Act.

Chair Foster also announced that Commissioner Ed Scheideler, seat is up for reelection.

RESIDENT/COMMUNITY INPUT

James Burke, LCRA, Vice-Chair, asked who bears the responsibility for fire hydrants.

Ross Donald, LCRA, Chair updated the association's activities.

Sue Biasizzo, Treasurer, Cook’s Bridge Tenant Association (CBTA). Sue referred to a letter that was received by the Executive Director expressing appreciation from residents on the services provided by the Resident Services Coordinators. Sue also referred to the NHA Budget meeting and asked why names and salaries of staff members publicized. Chair Foster pointed out that in Massachusetts, the names and salaries of public employees are considered public information.

Marlen Costa, LCRA, Treasurer commented that the Executive Director offer to the LCRA for offices space at the Administrative Office located at 21 Highland Circle, Suite 10, Needham MA is a good option. She added that it is private, and has internet connection, and access to the copier machine.

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 January 16, 2025 NHA Bill Schedule/Check Warrant in the amount of \$803,519.88.

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 Flanagan and seconded by Commissioner Bennett to approve the January 16, 2025 HRH LLC Bill Schedule/Check Warrant in the amount of \$28,113.12.

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. Consent Agenda

1. NHA Special Board Meeting Minutes 12/2/2024
2. NHA Special Board Meeting Minutes 12/12/2024
3. NHA & HRH LLC Regular Meeting Minutes 12/19/2024
4. Milne, Shaw & Robillard, PC Monthly Management Report Accountant's Report
5. NHA Monthly Vacancy & Workorder Report
6. NHA Tenant Accounts Receivable Report
7. NHA Tenant Accounts Receivables & Aging Report

Chair Foster asked if members of the Board of Commissioners wanted to remove any items from the Consent Agenda. Chair Foster stated that because there are no objections, the items are adopted by unanimous consent.

C. Public Hearing – Public Housing Agency (PHA) Five-Year and Annual Plan

1. Draft HUD Annual PHA Plan
2. Draft HUD Five-Year Plan
3. Draft Deconcentration Policy – **Review & Approve**
4. Draft Pet Policy – **Review & Approve**
5. Draft Prohibited Recreational Equipment Policy – **Review & Approve**
6. Draft Grievance Policy – **Review**
7. Amended Rent Collection Policy - **Review & Approve**

Chair Foster opened the Public Hearing on the NHA Annual and Five-Year Plan at 5:40 PM and yielded the floor to the Executive Director. Ms. Gosmon read a brief statement on the purpose of the PHA Annual and Five-year Plan. Ms. Gosmon pointed out that the PHA Plans are a comprehensive guide to the public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. She added that there are two parts to the PHA Plan: the 5-Year Plan, which each PHA submits to HUD once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year by non-qualified agencies. Ms. Gosmon summarized the elements of the Annual Plan and the Five-year Plan and her work with the Resident Advisory Board (RAB). Ms. Gosmon noted that this meeting is the second Public Hearing on the PHA Plans.

Chair Foster asked members of Board of Commissioners if they had any questions on the PHA Plans. Commissioner Flanagan noted that these are exciting times for the agency to engage in the modernization of its properties and to have resident involvement is a plus. Commissioner Bennett commented that the work is overdue, and that the RAB has put in a great deal of work on the Plans.

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Bennett to approve **Deconcentration Policy**.

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.

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to approve NHA **Pet Policy** as amended.

Discussion: Comments to include a 40lb weight limit and breed of the dog limit.

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.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Kirk to approve **Recreational Equipment Policy** as amended.

Discussion: Commissioner Kirk recommended that the old fashion seesaw be included in the Recreational Equipment Policy.

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.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to approve the **amendment to the Rent Collection Policy**.

Discussion: Comments to include a 40lb weight limit and a breed of dog limit.

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.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve NHA **PHA 2025 Annual Plan and NHA PHA 2025-2029 Five-year Plan** as submitted.

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.

D. Executive Director's Report

Ms. Gosmon delivered an update on the following items:

1. Marcum + CBIZ – Presentation by Daniel Kane

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to accept the CBIZ 2024-2028 Proposal as submitted.

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. Cabot Risk Strategies – Chair Foster and Executive Director Gosmon presented an update on 2025 Insurance Policies. After a brief discussion it was the consensus of the Board to invite Todd Ohanesian, Senior Account Executive of Cabot Strategies to a Board meeting to present an update on the agency's insurance policies.

3. Budget Certifications – Prepared for NHA Board of Commissioners Signatures

4. Sunshine Paving Corporation – Certificate of Final Completion

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve the Certificate of Final Completion and payment requisition for Sunshine Paving Corporation as submitted.

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.

5. Final Executive Director’s Goals Statement

Ms. Gosmon provided a brief update on 2025 Executive Director Goals. Chair Foster stated that it is critical to have an Assistant Executive Director hired by the end of June. A brief discussion followed.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Flanagan to accept the Executive Director’s 2025 Goals with an amendment to Goal #1, to hire an Assistant Executive Director by June 2025.

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.

E. Preservation & Redevelopment Initiative (PRI)

Chairman Foster delivered an update on the following items.

1. Linden Terrace Redevelopment Project –

Chair Foster noted that Linden Terrace was the original name of the Linden Terrace Project in 1957, and the name has been re-adopted to current project.

- **Implications of the January 14 Referendum –**

No vote prevailed on the MBTA Communities Law, however even though the Town of Needham is not in compliance, the NHA and Peabody Properties and AHSC were invited to submit a full application for the final round of funding for the Linden Terrace Redevelopment project.

Chair Foster presented an update on the lawsuit filed by James Burke who is objecting to the redevelopment of Linden Street.

- **Review & Approve:** NHA & NHA Development Corporation Agreements with AHSC to Facilitate Linden Terrace Predevelopment Cashflow – Chair Foster summarized the terms of the agreement.

Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve NHA & NHA Development Corporation Agreements with AHSC to Facilitate Linden Terrace Predevelopment Cashflow as submitted.

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. Seabeds/Cook Preservation & Modernization Project

- Status Update – Chair Foster reported that the RAD Section 18 Blend Application was approved December 12, 2024. He noted that a Capital Needs Assessment (CAN) is required and was completed by the end of December. He added that additional funding is needed. He summarized the strategies to make up the funding gap.

3. FY '26 CPA Funding Applications

- \$5.6 million for Seabeds/Cook Preservation/Modernization - Chair Foster reported on options for using CPA revenue streams to fund projects. He noted that this approach is being evaluated by the CPC.
- \$150,000 for High Rock Estates Affordable Housing Land Use Study – Chair Foster reported on this item. He noted that the Town Council is looking into whether this is eligible for CPC funding. Chair Foster summarized options for funding for this proposal.

4. Monthly Reports

Cambridge Housing Authority, (CHA)
Affordable Housing & Services Collaborative, Inc., (AHSC) and Peabody Properties, Inc.

5. Administrative

PRI Budget – preparing year end audits.

F. Status Updates – Internal Initiatives

- Cook's Afterschool Program – Update
- Resident Service Coordinator – Quarterly Report
- FSS Coordinator - Quarterly Report
- ROSS Coordinator - Quarterly Report

G. New Business –

- Review & Approve Continued Use of 2024 Payment Standards – Table

H. Adjournment of the Regular NHA & HRH LLC Meetings

Motion and Vote

Upon a motion duly made by Commissioner Kirk and seconded by Commissioner Bennett to adjourn the meeting at 7:37 PM.

Chair 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

Respectfully submitted by
Cheryl Gosmon