

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

Thursday, August 15, 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 5:00PM. He called the roll of Commissioners with all reporting present on Thursday August 15, 2025, for the Needham Housing Authority (NHA) Special Board meeting. He stated that adequate notice of this meeting had been provided by the Secretary of the NHA by preparing a Public Notice dated August 12, 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

Guests: CHA Consultant
Matt Zajac

RESIDENT/COMMUNITY INPUT

Cook's Bridge Tenant Association
Residents/Community Comments

DISCUSSION/APPROVAL ITEMS – NHA & HIGH ROCK HOMES LLC

A. Review & Approve:

1. NHA Bill Schedule/Check Warrant \$675,190.80
Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve the NHA Bill Schedule/Check Warrant \$675,190.80

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.

2. HRH LLC Bill Schedule/Check Warrant \$32,450.13
Motion and Vote

Upon a motion duly made by Commissioner Foster and seconded by Commissioner Bennett to approve the HRH LLC Bill Schedule/Check Warrant \$ 32,450.13

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.

B. Review & Approve -- Board Meeting Minutes

Motion and Vote

1. NHA Regular Board Meeting Minutes – 7-9-2024

Upon a motion duly made by Commissioner Bennett and seconded by Commissioner Kirk to approve NHA Regular Board Meeting Minutes – 7-9-2024

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.

2. NHA Regular Board Meeting Minutes – 7-18-2024

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Bennett to approve NHA Regular Board Meeting Minutes – 7-18-2024

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.

C. Information & Discussion: Executive Director's Report

Cheryl delivered an update on the following items.

1. Monthly Financial Report
2. Monthly Management Report
3. Quarter End Tenant Account Receivables
4. Quarterly Operating Statements (400-1 & 689)
5. Draft Pet Policy – Reviewed
6. Draft Deceased Tenant Policy - Reviewed
7. Draft Grievance Policy - Reviewed
8. Draft Prohibited Recreational Equipment Policy - Reviewed
9. Public Housing Notice 2024-12 Cyber Security Alert
10. Annual Inspections Linden & Chambers - Updated
11. Any other issues/updates of NHA

D. Status Updates and Approvals – Preservation & Redevelopment Initiative (PRI) (R. Foster)

Matt Zajac of CHA joined the meeting to present a report on several topics:

- Section 22 repositioning application status update -- Matt reported that HUD is considering some changes to the program and imposing new requirements. We're still continuing our momentum and awaiting concrete information.
- High Rock Homes LLC Excess Reserves -- Matt reviewed the informational memo which has been provided to the Board. NHA is eligible to withdraw \$365,764 while still

leaving an adequate reserve for future contingencies. This action has been reviewed and approved by MassHousing. The funds will be used to support the Seabeds/Cook Project.

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Kirk to release \$365,764.00, Excess Capital Reserve Cash Withdrawal from HRH, LLC. to support Seabed's and Cook's preservation and modernization.

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.

- CHA Intergovernmental Agreement (IGA) -- Matt Zajac presented the information memorandum from Margaret Moran to the Board dated 8/13/2024 that recommended routine administrative changes, the close out of Task Orders #2, #3 and #4 and a new Task Order #5. CHA is recommending that the NHA Board take the following actions:
 - **Extend of the term of the IGA** -- As it was originally drafted, the IGA had a one-year term which could be extended annually up to a maximum of 5 years.
 - **Close out of Task Orders #2, #3 and #4** -- these task orders have been completed as described in the information memorandum, with all tasks having been satisfactorily completed.
 - **Approve new Task Order #5** -- Matt described the scope of work which is also described in more detail in the information memorandum. At a high level, Task Order #5 is focused on completing the repositioning NHA's federal housing portfolio and managing the Seabeds/Cook Preservation and Modernization Project.
 - **Approve an increase in the overall not-to-exceed limit for the Intergovernmental Agreement** -- This is an administrative action to conform the IGA to the task orders and actual invoices and expenditures which have previously been approved by the NHA, and to accommodate the estimated cost of Task Order #5.

Chair Foster reminded the Board that, since day one, has given us good faith cost estimates, CHA has worked for us on a time-and-materials basis. He walked the Board through the \$794K cost estimate for Task Order #5 and how it relates to the overall ~\$30 million TDC budget for the Seabeds/Cook Preservation and Modernization Project. Although this certainly seems to be and is a lot of money, he noted that the \$794K cost comprises less than 3% of the TDC.

Further discussion and questions ensued from the Board. All members then concluded that they were satisfied and ready to vote on the recommendations which had been presented.

Motion and Vote

Chair Foster then made a motion that:

The NHA Board of Commissioners authorize the Executive Director to (1) Approve the extension of the term of the CHA Intergovernmental Agreement to July 12, 2025; (2) Close out IGA Task Orders #2, #3 & #4 as satisfactorily completed by CHA; (3) Approve the execution of Task Order #5 for services to complete the NHA federal portfolio repositioning and Seabeds Preservation and Modernization; and (4) Increase Intergovernmental Agreement's Maximum Compensation to an amount not-to-exceed \$1,350,000.00.

The motion was seconded by Vice-Chair Flanagan.

Chair Foster then called the roll for the vote:

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

4. Chair Foster then proceeded to give the remainder of the status update on PRI activities.
 1. **Developer Partner RFP**
 - Update -- Three Proposals have been received and are under review from the Proposal Review Committee. They are expected to complete their work by the end of August
 - Approval of a Developer Partner -- the Board should expect a special meeting to be scheduled sometime the week of September 3rd.
 2. **Linden Street Redevelopment Project**
 - Upcoming Meetings and presentations o 8/19/24 -- Design Review Board o 9/12/24 -- Conservation Commission Public Hearing o 9/24/24 -- Planning Board Site Plan Review Public Hearing
 - PHIUS Passive House Registration Fee of ~\$30,000 is a mandatory requirement of Needham's new Stretch Energy building code.
 3. **Update: Seabeds/Cook Preservation & Modernization Project**
 - • 50% Schematic Design Review Completed
 - NH+A has received Authorization to Proceed to 100% Schematic Design
 4. **Administrative**
 - Progress is being made on PRI Budget Update
 - CHA Monthly Report – there were no further questions from the Boar

E. Status Updates – Internal Initiatives

1. Unit 42 – CRCD - - Cheryl reported that it had been occupied by a lovely family on August 1, 2024 (finally!)
2. Cook's Afterschool Program – Cheryl provided an update
3. Roof Replacement Project (HRE)- The project is nearly complete, and the contractor is doing a great job.
4. Site Improvements (Paving SBW/CRCD) - The project is nearly complete, and the contractor is doing a great job.

F. New Business – There was none

G. Adjournment of the Regular NHA & HRH LLC Meetings

Motion and Vote

Upon a motion duly made by Commissioner Flanagan and seconded by Commissioner Bennett to adjourn the meeting.

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:
Margarita Morales & Reg Foster