

Regular Meeting  
Natick Housing Authority  
January 9, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, January 9, 2020 in the Robert J. Ryan Community Board Room, Coolidge Gardens, 4 Cottage Street, Natick, Massachusetts at 6:30 p.m. The meeting was called to order by Chairman, David Parish and upon roll call all those present and absent were as follows:

Present:	David P. Parish	-Chairman
	Margaret E. Kiely	-Vice-Chairman
	Erica E. Ball	-Commissioner (6:45pm)
	William H. Grogan	-Treasurer
	Gregory K. Bazaz	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Administrative Assistant
	Paul Pavia, CPA	-NHA Account Fenton, Ewald & Associates, PC
Absent:	None	

Chairman, David Parish opened the meeting at 6:35pm and informed those in attendance that the meeting was being recorded.

Minutes

December 12, 2019

William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to approve the December 12, 2019 minutes as written.

Executive Director Report

Mr. Waters reported that energy savings and weatherization audit is being conducted by Community Energy Services throughout NHA properties for the next several weeks. All 18 boilers at Cedar Gardens will be replaced with no cost to NHA. Mr. Waters will hold 2 residents meeting at Cedar Gardens Community hall, 1/21/20 at 10am and 1/23/20 at 6pm. He will update the residents of the bathroom project #202117 taking place at 667-1 of Cedar Gardens.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of December 2019 remained at 11%.

### Vacancies

Mr. Waters reported to the Board that the vacancies for December 2019 remained at 4% agency wide with 15 units, one more than the previous month.

### Financial Review

Vendor expenses, overtime and landlord payments for the month of December 2019 were reviewed and Mr. Waters informed the Board that their execution on the Financial Signature Sheet would signify their approval of payment.

Financial statements for November 2019 were presented to the Board. Mr. Pavia will have the year-end financial statements ready at the next board meeting along with FY2020 Budget draft. He informed the board that as of November 30, 2019, NHA has very healthy 4001 program reserve balance of \$640,679 or 62%.

Erica Ball made a motion seconded by William Grogan and it was voted unanimously to accept and approve all financials as presented.

### Collection Loss

Mr. Waters presented to the Board the total collection loss of \$961 to be written off. \$732 for 12A Cedar Avenue, \$90 for 36A Cedar Avenue, and \$139 for 116B Cedar Avenue. One resident moved into a nursing home and two have passed away. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the write off total collection loss in the amount of \$961.

### FY2019 Budget Revision

Mr. Pavia presented to the Board the Budget Revision fiscal year ending 12/31/2019. Budget revision is needed for any category with discrepancy of 10% or more. Higher than expected legal claim to be reimbursed by DHCD needed to be included fiscal year ending 12/31/2019 Budget.

After some thorough discussion by line item the following vote was taken.

*Erica E. Ball moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 400-1 for fiscal year ending 12/31/2019 showing total revenue of \$2,216,011 and total expenses of \$2,147,468 thereby requesting a subsidy of \$250,526 be submitted to the Department of Housing and Community Development for its review and approval. William H. Grogan seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.*

### Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters believe that this project will go out to bid in March and could start as early as May 2020.

### Project #202116/West Hill Park asphalt repairs

Mr. Waters reminded the Board that this project should go out to bid in February 2020.

Project #202117/667-1 & 2 bathroom upgrade

The project will start in February and at the meeting with the residents, Mr. Waters will share the details and the tentative schedule.

Project #202119/667-4 Roof Replacement (5 Bldgs)

Mr. Waters updated the Board that this project has been completed and it will be closed out soon.

Project #202121/667-ADA Accessibility Study

No update at this time.

Staffing & Organizational Updates – Administrative & Maintenance Departments

No update at this time.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update/Comments

Sandra Green informed the Board that CGTO will host a Chinese New Year party on 1/12/20 and CGTO meeting is on 1/29/20. She would like the newsletter to be translated to Chinese and Spanish.

William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to adjourn at 8:23p.m.