

Regular Meeting
Natick Housing Authority
February 13, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, February 13, 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
	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 6:40pm and informed those in attendance that the meeting was being recorded.

Minutes

January 9, 2020

Greg Bazaz made a motion seconded by Meg Kiely and it was voted unanimously to approve the January 9, 2020 minutes as written.

Executive Director Report

Mr. Waters attended NERC/NAHRO Mid-Winter Conference at Mohegan Sun on Feb. 3rd. He started to work with a company, Jonesen to create new NHA website in the coming months. He contacted a solar company to investigate the possibility of having solar energy at Coolidge Gardens and it seems 80% of the building's electricity could be provided by solar panels.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of January 2020 improved to 4%. Several family residents have caught up with their rents and a few summary processes have been served.

Vacancies

Mr. Waters reported to the Board that the vacancies for January 2020 remained at 4% agency wide with 14 units, one less than the previous month. NHA is continuing to experience unusually high volume of vacancies each month.

Financial Review

Vendor expenses, overtime and landlord payments for the month of January 2020 were reviewed and Mr. Waters informed the Board that their execution on the Financial Signature Sheet would signify their approval of payment.

Mr. Pavia presented to the Board the year-end financial statements as of December 31, 2019. The NHA 400-1 program reserve balance ended the year at 66%. The details are listed below.

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

2019 Year End Financial Statements

Mr. Pavia presented to the Board the financial statement as of December 31, 2019. He stated that NHA ended the year with a healthy reserve balances in all programs. They are as follows,

400-1 State Convention Housing Program	\$679,670
Section 8 Housing Choice Voucher Program	\$85,074
689 Program	\$157,185
MRVP Program	\$15,433

Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to accept and approve the Year-end Financial Statements as of December 31, 2019.

NHA FY2020 Operating Budget

Mr. Pavia presented to the Board the FY2020 Budget compared to FYE2019 Actual performance for review. He explained that FY2020 budget guidelines from DHCD allow for 10% increase in ANUEL with 3% increase in administrative salaries. The budget presented shows total Operating Subsidy of \$336,396 which includes the special one-time funding for technology upgrades and training; and one-time funds for maintenance expenditures to address issues of health, safety, and security. He informed the Board that the budget accounts for three new part-time administrative employees.

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

Gregory K. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 400-1 for fiscal year ending 12/31/2020 showing total revenue of \$2,374,692 and total expenses of \$2,169,587 thereby requesting a subsidy of \$336,396, and further that the Executive Director’s total annual salary of \$106,994 for fiscal year ending 12/31/2020 be submitted

to the Department of Housing and Community Development for its review and approval. Erica E. Ball seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Gregory K. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 689 for fiscal year ending 12/31/2020 showing total revenue of \$73,434 and total expenses of \$61,016 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$106,994 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Erica E. Ball seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Gregory K. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number MRVP for fiscal year ending 12/31/2020 showing total revenue of \$144,354 and total expenses of \$144,983 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$106,994 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Erica E. Ball seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.

Project #202098/Paving -Additional Parking @ Coolidge Gardens

No update at this time.

Project #202116/West Hill Park asphalt repairs

No update at this time.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters updated the Board that this project is still going through the approval process with the materials and he had provided the draft schedule with the Cedar Gardens residents. This project will start with 2 mockup units first.

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

Mr. Waters presented to the Board the Certificate of Final Completion in the amount of \$154,000 for WPI Construction Inc. of Warwick, RI. William Grogan made a motion seconded by Erica Ball and it was unanimously to approve the Certificate of Substantial Completion and the Certificate of Final Completion.

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 the Natick Police Chief came out to speak with the Cedar Gardens' residents on January 31st and there were some issues that were brought up. He plans to come out once a month from March 2020. The Natick Service Council started to bring fresh produce up to the Cedar Gardens once a month. They plan to bring up the food last Wednesdays of the month between 10:30am till 12:30pm. The residents must sign up with their case worker at the NSC office first. Already 40 – 50 people have signed up. Sandra requests the Board to consider holding the NHA Board Meeting at Cedar Gardens more often.

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to adjourn at 8:18p.m.