

Regular Meeting
Natick Housing Authority
March 12, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, March 12, 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 Vice-Chairman, Meg Kiely and upon roll call all those present and absent were as follows:

Present:

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

Absent: David P. Parish -Chairman

Vice-Chairman, Meg Kiely opened the meeting at 6:34pm and informed those in attendance that the meeting was being recorded.

Minutes

February 13, 2020

Erica Ball made a motion seconded by William Grogan and it was voted unanimously to approve the February 13, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board that he has prioritized getting prepared for COVID-19. He has met with Natick's Chief of police and the Town Administrator. Posted flyers of Coronavirus prevention tips from Mass.gov at all common areas at Cedar and Coolidge Gardens. He will have maintenance staff working this Saturday to clean and disinfect touchable surfaces of all common areas. At this time Mr. Waters doesn't believe that the bathroom renovation project will be affected and the 6 units are scheduled to start on 3/23/20. Also, he has started a small construction in the NHA office entry to provide safer environment for the office staff. Mr. Waters updated the Board that the boiler replacement work at Cedar Gardens is completed and there is new NHA website in the works.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of February 2020 slightly increased to 5%.

Vacancies

Mr. Waters reported to the Board that the vacancies for February 2020 remained at 4% agency wide with 15 units.

Financial Review

Vendor expenses, overtime and landlord payments for the month of February 2020 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 February 2020 was presented. As of February 29, 2020, the NHA 400-1 program reserve balance decreased to \$645,677, 60% due to purchasing of a new transit van, some needed electrical works, elevator repair and new carpeting at Coolidge Gardens.

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

2020 Fenton, Ewald & Associates, P.C. Contract

Mr. Waters presented the contract for accounting services for 2020 with Fenton, Ewald & Associates, P.C. The monthly accounting services will increase to \$1,499, 5% from last year. Erica Ball made a motion seconded by William Grogan and it was voted unanimously to accept and approve the new 2020 contract with Fenton, Ewald & Associates, P.C.

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters updated the Board that the bid for this project should be going out in April and the project could start in May.

Project #202116/West Hill Park asphalt repairs

Mr. Waters updated the Board that the bid for this project will go out in March.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters informed the Board that the construction started for the 2 mockup units, but it is taking longer than expected. After these units are completed, the construction of the first 6 units will commence on 3/23/20. The mockup units revealed the need to relocate the electrical panel and its size to meet the code. Mr. Waters presented the Change Order #1 in the amount of \$4,015.37 for Vareika Construction Inc. of West Bridgewater, Ma. Erica Ball made a motion and seconded by William Grogan and it was voted unanimously to accept and approve the Change Order #1.

Project #202121/667-ADA Accessibility Study

No update at this time.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters informed the Board that he plans to hold a full staff meeting on 3/19/20.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update

CGTO 2019 Annual Report & CGTO Proposed FYE 2021 Budget

Sandra Green presented to the Board the CGTO 2019 Annual Report and the proposed FY Ending 2021 Budget. She highlighted some of the events over the past year and some she would like to implement in the coming year. The Board expressed their gratitude towards Ms. Green for her hard work. Erica Ball made a motion seconded by William Grogan and it was voted unanimously to approve the submitted CGTO Proposed FYE 2021 budget in the amount of \$1,560.

Greg Bazaz made a motion seconded by Erica Ball and it was voted unanimously to adjourn at 8:00p.m.