

Regular Meeting  
Natick Housing Authority  
April 16, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, April 16, 2020 by remote participation. The virtual meeting was held via GoToMeeting Conference Call at 6:30pm (EDT). The virtual 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
Absent:	None	

Chairman, David Parish opened the meeting at 6:34pm and informed those in attendance that the meeting was being recorded.

Minutes

March 12, 2020

Meg Kiely made a motion seconded by Greg Bazaz and it was voted unanimously to approve the March 12, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board that his priority has been to keep our residents and staff as safe and secure as possible during this fight against Covid-19. He has reached out to DHCD, HUD and the Town of Natick for guidance and assistance. He implemented robo call system through One Call Now. There were few numbers that needed to be double checked and corrected but he was able to send out a phone call to 405 NHA residents. Our maintenance staff will sanitize NHA common areas every Monday and Thursday mornings. He also secured and purchased many gloves, masks, and hand sanitizers as they became available. The Town of Natick provided some needed gloves and sanitizing gel. Cloth masks will be donated to NHA for the residents use. The new website will be up and running by next Friday.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of March 2020 increased to 8%. Several residents have lost their jobs due to Covid-19. Hard times are anticipated for everyone for the near future.

### Vacancies

Mr. Waters reported to the Board that the vacancies for March 2020 increased at 5% agency wide with 18 units. The bathroom renovation project is holding off 5 units.

### Financial Review

Vendor expenses, overtime and landlord payments for the month of March 2020 were reviewed.

Financial statements for March 2020 was presented. As of March 31, 2020, the NHA 400-1 program reserve balance increased to \$698,106 which is at 64%.

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 a collection loss of \$592 to be written off for 86A Cedar Avenue. The resident has passed away. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve to write off the collection loss in the amount of \$592.

### NHA FY2020 Revised Operating Budget

Mr. Waters presented the revised FY2020 Operating Budget. Everything remains the same except for the Executive Director's salary which has been decreased to \$104,494.

*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 12/31/2020 showing total revenue of \$2,374,692 and total expenses of \$2,167,726 thereby requesting a subsidy of \$336,396, and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Margaret E. Kiely seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.*

*Erica E. Ball 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 \$60,921 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Margaret E. Kiely seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.*

*Erica E. Ball 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 \$146,354 and total expenses of \$144,921 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Margaret E. Kiely 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 updated the Board that the bid for this project has been postponed. It will go out next week.

Project #202116/West Hill Park asphalt repairs

Mr. Waters informed to the Board that the bid just came in and the low bidder for this project is Family Paving, Inc. of Dracut, Ma. In the amount of \$119,830 including Alternates 1 & 2. Erica Ball made a motion seconded by Greg Bazaz and it was voted unanimously to approve the low bidder upon receiving the positive review of the contractor.

Project #202117/667-1 & 2 bathroom upgrade: Change Order#2 & #3

Mr. Waters presented to the Board two change orders for this project. Change order #2 in the amount of \$1,720.58 for exhaust fan duct and vent change. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the change order #2 in the amount of \$1,720.58 for Vareika Construction, Inc.

Change order #3 in the amount of \$10,810.00 for the changes to the water main shutoff valves. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the change order #3 in the amount of \$10,810.00 for Vareika Construction, Inc.

Project #202121/667-ADA Accessibility Study

Mr. Waters updated the Board that the Abacus Architects have completed the design and the construction costs may be finalized by the end of the month.

Staffing & Organizational Updates – Administrative & Maintenance Departments

None at this time.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green with the help of Mary and Lynn, have been helping out the Cedar Gardens residents during this trying times by securing and delivering groceries and food to the residents in need. She is doing all she can to provide assistance to all her neighbors and friends at Cedar Gardens.

Erica Ball made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:52p.m.