

Regular Meeting  
Natick Housing Authority  
May 14, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, May 14, 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 (6:42pm)
	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 6:38pm and informed those in attendance that the meeting was being recorded.

Minutes

April 16, 2020

Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to approve the April 16, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board he has been busy procuring hand sanitizers, masks, and cleaning supplies. The fight against Covid-19 is top priority and so far NHA has 2 confirmed cases. He passed out the donated hand-made face masks to each of our residents. The new NHA website is up and running. 2020 PMR was conducted remotely and NHA performed better than last year. The full report will be generated by DHCD and Mr. Waters hopes to have it by the next board meeting. The state and AUP audits should be conducted at the end of July.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of April 2020 improved to 7%. NHA residents are keeping up with their rent obligations during these difficult times.

### Vacancies

Mr. Waters reported to the Board that the vacancies for April 2020 increased at 4% agency wide with 14 units. He is confident that the vacancies will be caught up by July.

### Financial Review

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

Financial statements for April 2020 was presented. As of April 30, 2020, the NHA 400-1 program reserve balance is at \$680,857 which is at 63%.

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

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

Mr. Waters informed the Board that the low bidder for this project is ERA Equipment LLC of Ipswich, Ma. The bid including the 3 alternates is in the amount of \$206,800. Mr. Waters updated the board that he received a commitment letter from Natick Service Council for \$70,000 towards this project. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve and accept the low bidder, ERA Equipment LLC of Ipswich, Ma.

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

Mr. Waters updated the Board that DHCD has approved the contract between NHA and the Contractor, Family Paving, Inc. of Dracut, Ma. In the amount of \$119,830 for this project.

### Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters updated the Board that this project will be on hold as no work can be performed inside units at this time.

### Project #202121/667-ADA Accessibility Study

Chairman Parish and William Grogan will review the report from Abacus with Mr. Waters and share the information at the next board meeting.

### 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 has been keeping busy helping others during these trying times. She and few of her residents delivered 15 bags of food and passed out 60 lasagna from the church. She said that many residents are happy to receive the masks Mr. Waters passed out and the disinfecting of the hallways by NHA maintenance is very much appreciated. The Community Hall remains closed to the public. Debi Henry may participate in an interview conducted by Mass Nahro. Ms. Green is looking forward to having Marsha Lamont-Fosberg at Cedar Gardens next week to improve the landscaping. Ms. Lamont-Fosberg has volunteered endlessly to improve the grounds at Coolidge Gardens. She has beautified Coolidge Gardens and her work has been praised by many Natick residents who have noticed the transformation.

Erica Ball made a motion seconded by William Grogan and it was voted unanimously to adjourn at 7:58p.m.