

Regular Meeting
Natick Housing Authority
June 11, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, June 11, 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
	Paul Pavia, CPA	-NHA Accountant
		Fenton, Ewald, & Associates, PC
Absent:	None	

Chairman, David Parish opened the meeting at 6:36pm and informed those in attendance that the meeting was being recorded.

Minutes

May 14, 2020

Greg Bazaz made a motion seconded by Erica Ball and it was voted unanimously to approve the May 14, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board that NHA has had only 2 cases of Covid-19 and he is proud of our residents for keeping social distance and wearing masks when they are out and about. Thanks to Susan Ramsey, Director of Council of Aging and Denise of BayPath Elder Services, Mr. Waters was able to secure 304 boxes of chicken nuggets and cheese for our residents. These boxes were passed out by NHA staff and NHA resident volunteers. NHA staff also delivered disposable masks to all NHA residents. Mr. Waters updated the Board that the new NHA website is running at about 75% completion. DHCD conducted remote desk PMR FY2019 and NHA performed much better than last year. There were only two operational guidelines. The FY2019 State and AUP audits will be performed around the end of July. Mr. Waters informed the Board that the maintenance garage heating system has been converted to propane from oil. It will provide more efficient heating. He hopes to convert a couple of scattered site family units to propane as well.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of May 2020 increased to 9%.

Vacancies

Mr. Waters reported to the Board that the vacancies for May 2020 improved to 3% agency wide with 13 units. NHA maintenance turned over 6 units in May.

Financial Review & update

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

Financial statements for May 2020 was presented. Mr. Pavia informed the Board that as of May 31, 2020, all NHA programs are performing well. The 400-1 program reserve balance has increased to \$706,551 which is at 65% after accounting for \$130,893 in nonroutine expenses. Mr. Pavia updated the Board that HUD provided \$23,920 for Covid-19 expenses but these funds are very limited for usage. He believes that additional funds will be provided in the near future for the voucher programs.

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

One Time Bonus for the Executive Director

Mr. Pavia reminded the Board the FY2020 budget had to be revised due to DHCD not approving the \$2500 salary increase for the Executive Director. Mr. Pavia recommends the Board consider providing one-time bonus of \$2500 to the Executive Director and this amount to be taken out of the Section 8 reserves. After a brief discussion, Erica Ball made a motion seconded by Greg Bazaz and it was voted unanimously to approve the one-time bonus of \$2500 for the Executive Director, Randy Waters.

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters informed the Board that the construction started Monday 6/8/2020. The project should be completed in 45 days and Mr. Waters reminded the board that we committed \$170,000 of our reserves for this project.

Project #202116/West Hill Park asphalt repairs

Mr. Waters updated the Board that this project will start on Monday 6/15/20.

Project #202117/667-1 & 2 bathroom upgrade

None at this time.

Project #202121/667-ADA Accessibility Study

Chairman Parish and William Grogan reviewed the report from Abacus. They submitted the copies to the Natick Affordable Trust Fund. Mr. Grogan believes the unit cost to be too high and suggested increasing the total units to lower per unit cost. The plan estimates the unit cost around \$499,000. Mr. Grogan will inquire for second opinion on costs and conceptual pricing.

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 shared with the Board that many residents appreciated the chicken nuggets and cheese provided by BathPath. She appreciated the great teamwork of the resident volunteers and NHA staff to distribute the boxes. Many family residents received them as well. She also appreciated the NHA staff passing out the disposable masks to all NHA residents. The Community Hall is locked up every day at 4:30pm and it seems to help with residents keeping social distance.

Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to adjourn at 7:49p.m.