

Regular Meeting
Natick Housing Authority
July 9, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, July 9, 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 6:31pm and informed those in attendance that the meeting was being recorded.

Minutes

June 11, 2020

Greg Bazaz made a motion seconded by Meg Kiely and it was voted unanimously to approve the June 11, 2020 minutes as written.

Executive Director Report

Mr. Waters updated the Board that things are going pretty well. The maintenance is continuing to work in the vacant units and sanitizing common areas twice a week. The Resident Services Coordinator job postings are up on the NHA website, Massachusetts Council on Aging website, and Indeed.com. Sue Hur will be supervising the RSC position.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of June 2020 decreased to 7%.

Vacancies

Mr. Waters reported to the Board that the vacancies for June 2020 remained to 3% agency wide with 10 units, 3 less than the prior month.

Financial Review & update

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

Financial statements for June 2020 was presented. Mr. Waters informed the Board that as of June 30, 2020, all NHA programs continue to perform well. The 400-1 program reserve balance increased to \$764,362 which is at 71% after accounting for \$136,993 in nonroutine expenses.

Erica Ball made a motion seconded by Meg Kiely 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 construction started well and then the digging uncovered some major and minor issues which created the need for several change orders. There are 6 change orders presented at this board meeting for ERA Equipment, LLC of Ipswich, Ma. More change orders will be presented at the next board meeting after the architect examines the supporting documents.

Change order #1 in the amount of \$3,300 is due to DHCD's Covid-19 regulations which requires each employee to travel to site on his own vehicle. Dates 6/8/20 – 6/12/20.

Change order #5 in the amount of \$8,790 is for hammering slab foundation after running into an unforeseen 75ft by 37ft slab during excavation.

Change order #8 in the amount of \$2,640 for the same Covid-19 regulations as Change order #1. Dates 6/13/20 – 6/18/20.

Change order #10 in the amount of \$3,244 is for the crew cost with mini excavator to dig and clean around the sewer pipe and exposed concrete on top of sewer pipe.

Change order #11 in the amount of \$2,640 for the same Covid-19 regulations as Change order #1. Dates 6/22/20 – 6/25/20.

Change order #12 in the amount of \$660 for the same Covid-19 regulations as Change order #1. Date 7/2/20.

After some discussion, Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the above six change orders total amount of \$21,274 for ERA Equipment LLC of Ipswich, Ma.

Project #202116/West Hill Park asphalt repairs

Mr. Waters updated the Board that this project is almost completed. Mr. Waters presented to the Board Change Order #1 in the amount of \$36,000 to Family Paving Inc. of Dracut, Ma. During construction, the need for additional work to complete the entire driveway and parking lot became apparent. Erica Ball

made a motion seconded by Meg Kiely and it was voted unanimously to approve this change order in the amount of \$36,000.

Project #202117/667-1 & 2 bathroom upgrade

None at this time.

Project #202121/667-ADA Accessibility Study

The progress of this project will be shared at the next board meeting.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters reminded the Board that NHA will seek Work Order Coordinator and receptionists positions after the RSC position is filled.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green shared with the Board that things are going well but she is concerned with the road conditions at Cedar Avenue and Cedar Terrace. There are several large pot holes that need to be filled.

Meg Kiely made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:46p.m.