

Regular Meeting
Natick Housing Authority
August 13, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, August 13, 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:

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|----------|-------------------|---------------------------|
| Present: | David P. Parish | -Chairman |
| | Margaret E. Kiely | -Vice-Chairman |
| | Erica E. Ball | -Commissioner |
| | William H. Grogan | -Treasurer (7:08pm) |
| | Gregory K. Bazaz | -Assistant Treasurer |
| | Randy J. Waters | -Executive Director |
| | Sue Hur | -Administrative Assistant |

Absent: None

Chairman, David Parish opened the meeting at 6:35pm and informed those in attendance that the meeting was being recorded.

Minutes
July 9, 2020

Meg Kiely made a motion seconded by Greg Bazaz and it was voted unanimously to approve the July 9, 2020 minutes as written.

Executive Director Report

Mr. Waters updated the Board that there has only been 3 cases of Covid-19 cases at Natick Housing Authority. The residents are doing their part keeping social distance and wearing masks when out and about. He is setting health and safety as his only priority going forward. NHA will keep up with sanitizing common areas. DHCD has published guidelines for recommendations for Safe Reopening in Phase 3 and 4. Annual Plan FY2021 meeting is scheduled for Sept. 24, 2020. Mr. Waters informed the Board that the interview process of RSC hiring has started. AUP and state audits will be conducted in person in the first week of September again by Marcum LLP. Mr. Waters has also applied for a grant with the Town of Natick to install a community garden behind Coolidge Gardens. HUD CaresAct provided \$29,854 for Natick Housing Authority.

Monthly Reports
Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of July 2020 remained at 7%.

Vacancies

Mr. Waters reported to the Board that the vacancies for July 2020 remained to 3% agency wide with 10 units.

Financial Review & update

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

Financial statements for July 2020 was presented. Mr. Waters informed the Board that as of July 31, 2020, all NHA programs continue to perform well. The 400-1 program reserve balance increased to \$803,116 which is at 74% after accounting for \$157,383 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 last month's six change orders have been renumbered as Change order #1 – 6.

Mr. Waters presented seven more change orders for this projects as listed below.

Change order #7 in the amount of \$7,945 for the excavating a significant amount of unsuitable subbase materials within the limits of the parking lot.

Change order #8 in the amount of \$2,175 is for installing additional granite curbing.

Change order #9 in the amount of \$8,480 for the removal of unforeseen abandoned building foundation.

Change order #10 in the amount of \$1,980 is per DHCD's Covid-19 regulations which requires each employee to travel to site on his own vehicle. Dates 7/8/20 – 7/10/20.

Change order #11 in the amount of \$1,980 for the same Covid-19 regulations as Change order #10. Dates 7/14/20 – 7/16/20.

Change order #12 in the amount of \$3,350 for rebuilding the existing manhole and catch basin in the middle of the parking lot which were in an advanced state of deterioration.

Change order #13 in the amount of \$2642 for after discovering the collapsed pipe, the contractor used camera to determine the extent of the damage and identified other inverts and outlets in the pipe.

After some discussion, Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the above seven change orders total amount of \$28,552 for ERA Equipment LLC of Ipswich, Ma.

Project #202116/West Hill Park asphalt repairs

Mr. Waters updated the Board that this project has been completed. The paperwork to close out this project should be presented at the next board meeting.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters met with the contractor on 8/12/20 and the two mock units will resume. The work should be completed in 2 weeks. After the completion of the 2 units, the contractor will work on 4 units and approximately 2 weeks at a time.

Project #202121/667-ADA Accessibility Study

Mr. Waters requested the Board's assistance in creating an introduction letter to the politicians and potential investors to seek possibility of funding this project in the future.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters will prioritize hiring of the RSC first and then to hire the administrative support staff and a work order coordinator.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green shared with the Board the August newsletter full of events and information. CGTO has been busy helping those residents who are sick and in need of assistance. Volunteers planted flowers at Cedar Gardens Community Hall and she has recruited 2 volunteers for watering duties. There has been some issues in the laundry room and she is very concerned with many large pot holes all around the property.

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to adjourn at 7:59p.m.