

Regular Meeting
Natick Housing Authority
September 24, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, September 24, 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

August 13, 2020

Greg Bazaz made a motion seconded by Meg Kiely and it was voted unanimously to approve the August 13, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board that he will be presenting at the next board meeting the staff and office restructuring updates.

Collection Loss

Mr. Waters presented to the Board a collection loss of \$482 to be written off for 180A Cedar Terrace. The resident has moved into a nursing home. Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to approve to write off the collection loss in the amount of \$482.

Monthly Reports

Tenant Accounts Receivable

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

Vacancies

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

Financial Review & update

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

Financial statements for August 2020 was presented. Mr. Waters informed the Board that as of August 31, 2020, all NHA programs continue to perform well. The 400-1 program reserve balance increased to \$845,826 which is at 78% after accounting for \$173,867 in nonroutine expenses.

Greg Bazaz 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 presented to the Board a change order in the amount of \$93,466.00 for ERA Equipment LLC of Ipswich, Ma. This change order is to install sewer line and sewer manholes. They will excavate street and pave according to Natick Highway Department with details and road closures. Mr. Waters informed the Board that the DHCD will be funding this change order.

After some discussion, William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to approve this change order for ERA Equipment LLC of Ipswich, Ma.

Project #202116/West Hill Park asphalt repairs

No update at this time.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters updated the Board that this project has resumed and the 2 mock units have been completed and Bldg E is almost finished. The contractors are working on 4 units at a time and it takes approximately 2 weeks to complete.

Project #202121/667-ADA Accessibility Study

The introduction letter has been written and Mr. Waters will soon submit to appropriate investors and politicians. This study was funded and was possible due to the Natick Affordable Trust fund.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters updated the Board that two part-time Administrative Support staff and Resident Services Coordinator started on 9/14/20. The RSC, Jane Purser called into this meeting to introduce herself.

Board Member Concerns

None at this time.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green thanked an anonymous donor who contributed \$500 to CGTO. She is really concerned about Cedar Gardens not being equipped with emergency lighting. She also would like NHA to replace the bus stop which is a safety concern.

Annual Plan Review

Mr. Waters presented the Natick Housing Authority's Proposed Annual Plan for Fiscal Year 2021. This report shows the 5-year Capital Improvement Plan, Maintenance and Repair Plan, Current Operating Budget, Responses to Performance Management Review findings, List of housing authority policies, list of waivers from DHCD, and other elements. This plan was reviewed and discussed and will be voted on at a future board meeting.

William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to adjourn at 7:52p.m.