

Regular Meeting  
Natick Housing Authority  
October 8, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, October 8, 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
	Byron Woodman	-Sr. Director Business Development Solect Energy
Absent:	None	

Chairman, David Parish opened the meeting at 6:39pm and informed those in attendance that the meeting was being recorded.

Minutes

September 24, 2020

William Grogan made a motion seconded by Meg Kiely and it was voted unanimously to approve the September 24, 2020 minutes as written.

Executive Director Report

Mr. Waters introduced the Board Mr. Byron Woodman of Solect Energy to present the solar energy proposal for Coolidge Gardens.

Solar Energy Proposal by Solect Energy

Mr. Woodman presented to the Board the project overview and solar savings by installing solar panels on the roof of Coolidge Gardens. The estimated savings for the 20 years is around \$149,000 at the lowest block award. He informed the Board that Solect Energy services Fairhaven and Worcester Housing Authorities. PPA rate is set for 20 years and is provided by Power Options. The Board thanked Mr. Woodman for the proposal and the information. NHA will decide soon how and when to go forward with the solar initiative.

### Collection Loss

Mr. Waters presented to the Board a collection loss of \$480.10 to be written off for 144A Cedar Terrace. The resident has moved out of the area without paying off the rent owed. Meg Kiely made a motion seconded by Greg Bazaz and it was voted unanimously to approve to write off the collection loss in the amount of \$480.10.

### Monthly Reports

#### Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of September 2020 increased again to 12%. Some residents are struggling and seeking assistance to catch up.

#### Vacancies

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

### Financial Review & update

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

Monthly & Quarterly Financial statements as of September 30, 2020 was presented. The 400-1 program reserve balance increased to \$894,627 which is at 83% after accounting for \$180,889 in nonroutine expenses.

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

### NHA FY2020 Operating Budget Revision

Mr. Waters presented to the Board the Budget Revision for FY2020. The COVID-19 funds received from DHCD in September 2020 in the amount of \$134,399 and Resident Services Coordinator Grant fund to be received from DHCD have created the need for the revision in 400-1 program.

*William H. Grogan moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 400-1 for fiscal year ending 12/31/2020 showing total revenue of \$2,524,841 and total expenses of \$2,313,875 thereby requesting a subsidy of \$486,545 and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2020 be submitted to the Department of Housing and Community Development for its review and approval. Gregory K. Bazaz seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.*

### NHA FY2021 Annual Plan

Mr. Waters requested to the Board to vote on the NHA FY2021 Annual Plan.

*Gregory K. Bazaz moved that the proposed Annual Plan for Fiscal Year 2021 for State-Aided Public Housing which was reviewed at the public hearing held on September 24, 2020. William H. Grogan seconded the motion which, upon roll-call, was passed by a vote of 5 to 0.*

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters updated the Board that about 70% concrete work has been completed in the front of Coolidge Garden and the connection of the sewer line for School Street Extension has started. Mr. Waters believes that this job will be completed soon.

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 two out of five buildings' bathrooms have been renovated. This project is predicted to be completed in early December.

Project #202121/667-ADA Accessibility Study

Mr. Waters informed the Board that the cover letter has been revised to reflect that the funding for this project came from Natick Affordable Housing Trust. Mr. Waters have started to submit the result of this study to the Natick Town Administrator and few politicians. William Grogan will look into possible investors at the state level.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters announced to the Board that starting next week, October 12, 2020, Sue Hur will be promoted to a new position of Finance Manager with 15% salary increase. She will manage and coordinate all of the financials and human resource procedures. Her job description will reflect new duties along with her current duties.

Board Member Concerns

The Board requests looking into Zoom for future meetings as GoTo Meeting has been unstable at times.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green was very pleased with the repair of the bus stop by our maintenance staff but she pointed out that there are some small holes she recommends filling. She also recommends putting a bench.

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to adjourn at 7:48p.m.