

Regular Meeting
Natick Housing Authority
December 10, 2020

The Regular Meeting of the Natick Housing Authority was held on Thursday, December 10, 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 (Left at 7:15pm)
	William H. Grogan	-Treasurer
	Gregory K. Bazaz	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance Manager
Absent:	None	

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

Minutes

November 12, 2020

Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to approve the November 12, 2020 minutes as written.

Executive Director Report

Mr. Waters summarized some of the NHA events for the past 11 months. NHA office and maintenance staff worked through the Covid-19 challenges by modifying some duties and office space. NHA added two part-time office staff, Resident Services Coordinator and a Work Order Coordinator. Some needed technology upgrades were completed through the funds from DHCD such as replacing older computers, upgrading wi-fi access point, security camera system, and creating an extra work station. The boilers in Cedar Gardens, Coolidge Gardens and West Hill Park have been replaced with energy efficient units. Solar energy project at Coolidge Gardens will start in 2021. With the collaboration with the Town of Natick and the Natick Organic Farm, MAPC has awarded a grant to Natick to create a community garden on NHA property. Mr. Waters will be working with Ms. Jillian Martin of Natick Sustainability. Mutual One Bank has awarded a grant to NHA to provide farm fresh vegetables to our families starting 2021 spring. The bathroom renovation at Cedar Gardens has been completed. Sadly, there was a tragic loss of one resident due to fire at Cedar Gardens.

Section 8 (HCVP) 2020/2021 Fair Market Rents/Payment Standards

Mr. Waters presented to the Board the 2020/2021 Payment Standards at Fair Market Rent (FMR) for the zero, one, two, three and four bedroom. The new payment standards will be effective December 1, 2020. Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to accept the 2020 Section 8 Fair Market Rents as follows:

	0-Bedroom	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
FMR	1742	1924	2336	2906	3168
Payment Standard	1742	1924	2336	2906	3168

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of November 2020 improved to 9% thanks to Natick Service Council and St. Vincent de Paul.

Vacancies

Mr. Waters reported to the Board that the vacancies for November 2020 remained to 3% agency wide with 14 units. One more than the prior month. The maintenance has been keeping up with unit turnovers.

Financial Review & update

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

Monthly Financial statements as of November 30, 2020 was presented. The 400-1 program reserve balance increased to \$935,049 which is at 86% after accounting for \$186,492 in nonroutine expenses.

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

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters presented the Board 8 change orders for this project. Change order #15 in the amount of \$660 to meet Covid-19 regulations of employees traveling to site in separate vehicles. Change order #16 in the amount of \$990 for the Covid-19 regulations. Change order #17 in the amount of \$2,640 for the Covid-19 regulations. Change order #18 in the amount of \$5,226 to alleviate concerns about potential flooding that were not identified during the design phase. Change order #20 in the amount of \$1,270 to alleviate concerns about runoff that were not identified during the design phase. Change order #22 in the amount of \$1,320 for the Covid-19 regulations. Change order #23 in the amount of \$1,980 for the Covid-19 regulation. Change order #24 in the amount of \$1,320 for the Covid-19 regulations. The 8 change orders totaled in the amount of \$15,406 for ERA Equipment LLC. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to accept and approve all eight change orders.

Project #202116/West Hill Park asphalt repairs

No update at this time.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters presented to the Board 3 change orders for this project. Change order #5 in the amount of \$12,785.44 for adding 2 layers of plywood to the existing bathroom floors due to the varying heights of the toilet flange. Change order #6 in the amount of \$3,217.10 for adding tubs to unit #2B and #6A in place of shower pans. Change order #7 is credit amount of (\$1,779.85) for the difference between PCO 4 and PCO 4r2. The 3 change orders totaled in the amount of \$14,222.69 for Vareika Construction Inc. Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to accept and approve all three change orders.

Project #202121/667-ADA Accessibility Study

No update at this time.

Staffing & Organizational Updates – Administrative & Maintenance Departments

Mr. Waters shared with the Board that the Natick Housing Authority website, www.natickha.org is up and running with updates. Also, through the Resident Services Coordinator, NHA will start a Facebook group account.

Board Member Concerns

None

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green had no update at this time.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:27pm.