

Regular Meeting
Natick Housing Authority
January 14, 2021

The Regular Meeting of the Natick Housing Authority was held on Thursday, January 14, 2021 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	-Finance Manager

Absent: None

Chairman, David Parish opened the meeting at 6:31pm and informed those in attendance that the meeting was being recorded.

Minutes

December 10, 2020

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve the December 10, 2020 minutes as written.

Executive Director Report

Mr. Waters informed the Board that the Town of Natick's water has tested positive for E-coli outbreak. He secured 78 c/s of 24pk of bottled water from Poland Springs. He and his staff delivered 6 bottles to each elderly units. Last week the Rustic Fire tested all smoke and heat detectors at Cedar Gardens. Mr. Waters scheduled all heat detectors to be replaced as well as the smoke detectors to a new 10-year one. He will also add extra 2nd smoke detectors in the bedrooms. The CIP will be updated to reflect all the costs associated with the repairing and updating the fire panels. The security camera systems will be installed at Coolidge and Cedar Gardens. Mr. Waters shared the information from the State of Massachusetts that NHA residents and staff will be qualified for vaccination in Phase 2.

Collection Loss

Mr. Waters presented to the Board a collection loss of \$239 to be written off for 36B Cedar Avenue. The resident passed away. Erica Ball made a motion seconded by William Grogan and it was voted unanimously to approve to write off the collection loss in the amount of \$239.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of December 2020 increased to 14%.

Vacancies

Mr. Waters reported to the Board that the vacancies for December 2020 remained to 3% agency wide with 14 units. The CHAMPS program is still presenting delays and challenges to acquire qualified applicants and holidays add to the delay.

Financial Review & update

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

Monthly Financial statements as of December 31, 2020 will be presented at the next board meeting to close out the FY2020.

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 presented the certificate of substantial completion dated 11/02/2020 for ERA Equipment LLC. With 3 punch list items. Reset and grout damaged granite curb, install steel pipe railings, and restore fence to the east of the entrance. Also the contractor will return in the spring to loam and seed. 21 change orders for this project totaled around \$208,000. Greg Bazaz made a motion seconded by Erica Ball and it was voted unanimously to approve the certificate of substantial completion.

Project #202116/West Hill Park asphalt repairs

Mr. Waters presented the certificate of substantial completion for the entire site for this project. Meg Kiely made a motion and seconded by Erica Ball and it was voted unanimously to approve this certificate of substantial completion.

Project #202117/667-1 & 2 bathroom upgrade

Mr. Waters presented to the Board change order#8 and change order #9 and the certificate of substantial completion for this project.

Change order #8 is for a time extension due to Covid-19. Change order #9 in the amount of \$7,925.96 for miscellaneous plumbing work at Bldg D & E and unit 34A. Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve 2 change orders in total amount of \$7,925.96 for Vareika Construction Inc.

Greg Bazaz made a motion seconded by Erica Ball and it was voted unanimously to accept and approve the certificate of substantial completion for buildings A, B, C, D, & E.

Staffing & Organizational Updates – Administrative & Maintenance Departments

No update at this time.

Board Member Concerns

Chairman Parish shared that he and Mr. Waters had a meeting with Jane Purser, RSC. Jane is reaching out to each and every NHA residents and she is making a great progress.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green just a couple of things to report to the Board. She would like to communicate with the Cedar Gardens in 5 different languages. Also she had called the Natick Police as there had been some disturbing incidences of someone knocking at the windows around 1am.

Erica Ball made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:36pm.