

Regular Meeting  
Natick Housing Authority  
February 25, 2021

The Regular Meeting of the Natick Housing Authority was held on Thursday, February 25, 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
	Paul Pavia, CPA	-NHA Account Fenton, Ewald & Associate, PC

Absent: None

Chairman, David Parish opened the meeting at 6:32pm and informed those in attendance that the meeting was being recorded.

Minutes

January 14, 2021

Greg Bazaz made a motion seconded by Erica Ball and it was voted unanimously to approve the January 14, 2021 minutes as written.

Executive Director Report

Mr. Waters informed the Board that the fire alarm/heat detector testings have been completed. New heat detectors have been installed in every unit at the Cedar Gardens. Also, 90 new smoke detectors have been installed. The Natick Fire Department will continue to install new smoke detectors in the remaining units. Mr. Waters will present the low bidder, Impact Fire for the Board's vote for Fire Alarm Maintenance and Repair Services Contract at all NHA properties at the end of this meeting. Mr. Waters shared with the Board that he has signed the agreement with the Natick Organic Farm to provide 25 weeks of fresh produce to NHA families with children under 18 years of age. He announced that there will be covid-19 vaccine clinics held at NHA next week. There are over 350 residents and staff signed up. The staff will be busy registering all the people. The clinics will be held over 3 days. The family residents will be vaccinated at the Natick Senior Center, at the Cedar Gardens Community Hall for all Cedar Gardens residents and at the Coolidge Gardens for its residents and NHA staff.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of January 2021 remained at 14%.

Vacancies

Mr. Waters reported to the Board that the vacancies for January 2021 increased to 5% agency wide with 17units. It is apparent that administrative support with CHAMPS is necessary to catch up.

Financial Review & update

Vendor expenses, overtime and landlord payments for the month of January 2021 were reviewed.

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

2020 Year End Financial Statements

*Mr. Pavia presented to the Board the financial statement as of December 31, 2020. He stated that NHA ended the year with a healthy reserve balances in all programs. They are as follows,*

<i>400-1 State Convention Housing Program</i>	<i>\$994,827</i>
<i>Section 8 Housing Choice Voucher Program</i>	<i>\$136,954</i>
<i>689 Program</i>	<i>\$169,547</i>
<i>MRVP Program</i>	<i>\$16,563</i>

*Mr. Pavia also presented to the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, Certification of Top 5 Compensation Form, and Certification of Year End Financial Statements and Tenants Accounts Receivables Data.*

*Erica E. Ball made a motion seconded by Greg P. Bazaz and it was voted unanimously to accept and approve the Year-end Financial Statements as of December 31, 2020 and the three certifications presented.*

NHA FY2021 Operating Budget

*Erica E. Ball moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 400-1 for fiscal year ending 12/31/2021 showing total revenue of \$2,336,920 and total expenses of \$2,278,292 thereby requesting a subsidy of \$311,568, and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2021 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.*

*Erica E. Ball moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number 689 for fiscal year ending 12/31/2021 showing total revenue of \$69,414 and total expenses of \$60,704 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$104,494 for fiscal year ending 12/31/2021 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.*

*Erica E. Ball moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority Program Number MRVP for fiscal year ending 12/31/2021 showing total revenue of \$176,434 and total expenses of \$175,188 thereby requesting a subsidy of \$0, 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.*

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters updated the Board that only a couple of landscaping tasks remain for this project. As soon as the weather permits, it will be completed.

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 the certificate of final completion for this project. Greg Bazaz made a motion seconded by Meg Kiely and it was voted unanimously to accept and approve the certificate of final completion for Varieka Construction, Inc.

Fire Alarm Maintenance

Mr. Waters presented to the Board the quotes solicited by RCAT program for the Fire Alarm Maintenance and Repair Service Contract for all NHA properties. The Low Bidder is Impact Fire of Hudson, NH in the amount of \$16,050. Erica Ball made a motion seconded by Meg Kiely and it was voted unanimously to approve the low bidder.

Solar Energy

Mr. Waters informed the Board that we are at the beginning stage for this roof top solar panel project at Coolidge Gardens.

Staffing & Organizational Updates – Administrative & Maintenance Departments

No update at this time.

Board Member Concerns

No update at this time.

Cedar Gardens Tenant Organization (CGTO) Update

Sandra Green expressed that the residents really appreciated the cleaning of the hallways over the past weekend. She informed the Board that the residents are happy about the installations of new heat and smoke detectors. She will help set up for the vaccine clinic at the Cedar Gardens and she would like to create a funds for a food pantry.

Greg Baza made a motion seconded by Erica Ball and it was voted unanimously to adjourn at 8:32pm.