

Annual Meeting
Natick Housing Authority
April 8, 2021

The Annual Meeting of the Natick Housing Authority was held on Thursday, April 8, 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
	William H. Grogan	-Treasurer
	Erica E. Ball	-Commissioner (6:49pm)
	Gregory K. Bazaz	-Assistant-Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance Manager
	Paul Pavia, CPA	-NHA Accountant Fenton, Ewald & Associates, PC
	Jane Purser	-Resident Services Coordinator
Absent:	None	

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

Minutes

March 11, 2021

Meg Kiely made a motion seconded by William Grogan and it was voted unanimously to approve the March 11, 2021 minutes as written.

Reorganization of NHA Board of Directors

The Natick Housing Authority By-Laws require the election and/or appointment of Officers: Chairman, Vice-Chairman, Treasurer, Assistant Treasurer and Commissioner from among the members of the Housing Authority Board at the Annual Meeting. Each officer shall hold office for one year or until their successors is elected and qualified.

After a brief review of the role of each position, Chairman David Parish asked for nominations of the Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Commissioner Positions for the 2021-2022 year,

David Parish nominated Meg Kiely as Chairman, seconded by William Grogan and it was voted all in favor.

David Parish nominated Willam Grogan as Vice Chairman, seconded by Meg Kiely and it was voted all in favor.

David Parish nominated Greg Bazaz as Treasurer, seconded by Erica Ball and it was voted all in favor.

Meg Kiely nominated Erica Ball as Commissioner, seconded by Greg Bazaz and it was voted all in favor.

The 2021-2022 NHA Board Member Positions as below:

Chairman	Margaret E. Kiely
Vice-Chairman	William H. Grogan
Commissioner	Erica E. Ball
Treasurer	Gregory K. Bazaz
Assistant Treasurer	Vacant

Executive Director Report

Mr. Waters informed the Board that the NHA with the Natick Board of Health have successfully completed the 2nd dose vaccination clinic.

Jane Purser, Resident Services Coordinator led a well-organized event. She provided the summary of the 3-day clinic held last week. Jane updated the Board that 400 doses were administered to NHA residents, staff and volunteers. 46% of our family residents, 70% of Cedar Gardens and 79% of Coolidge Gardens residents were vaccinated through this clinic. NHA clinic accounted for 40% of the total vaccination administered by the Natick Board of Health.

Mr. Waters resumed his report to inform the Board that Natick Organic Farm will continue with the fresh organic produce project with NHA families despite the fire that just occurred. The farm share will start in June and end in October. A community farm will be built behind 72 S. Main St, 689-2 group home, through the grant awarded to Town of Natick Sustainability Department. Mr. Waters informed the Board that the Natick Fire Department will install 120 – 130 new 10-year smoke detectors in 10 buildings at Cedar Gardens this Saturday.

Monthly Reports

Tenant Accounts Receivable

Mr. Waters informed to the Board that the tenant accounts receivable for the month of March 2021 improved to 11%. Through the effort of Dorothy Wright, the Family Housing Coordinator, the rental income and collection amount improved greatly in March. There were several discoveries of unreported income.

Vacancies

Mr. Waters reported to the Board that the vacancies for March 2021 remained at 5% agency wide with 19 units.

Financial Review & update

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

Monthly and Quarterly financial reports as of March 31, 2021 were presented. Paul Pavia informed the Board that NHA continues to perform well with 400-1 reserves increased to 90%. He believes that NHA is performing very well.

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

Collection Loss

Mr. Waters presented to the Board a collection loss of \$226 to be written off for Coolidge Gardens #45. The resident passed away. Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve to write off the collection loss in the amount of \$226.

NHA – Contract for Financial Assistance Amendment #19

Randy Waters presented the Board with amended to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,144,074.00 for the preservation and modernization of state-supported public housing as specified in the Contract for Capital Improvement Work Plan. This amendment funds the following and extends the contract dates of service from June 30, 2022 to June 30, 2024.

The following resolution was introduced by Randy Waters, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN 5001, Amendment 19, FY2023 Formula Funding Award in the amount of \$532,066.00 and FY 2024 Formula Funding Award in the amount of \$612,008.00

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE NATICK HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Natick Housing Authority under its corporate seal and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of the Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately. Greg Bazaz made a motion that the foregoing resolution be adopted as introduced and read, which motion as seconded by Erica Ball, and upon roll call the “Ayes” and “Nays” were as follows:

Ayes 5

Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

Executive Director’s Incentive

Mr. Waters presented to the Board the consideration of Executive Director’s incentive of \$3,500 as DHCD has not updated the Executive Director’s salary schedule to reflect any raise. Mr. Pavia agrees that NHA has enough reserves to account for this one-time bonus especially from the Section 8 reserves. Ercia Ball made a motion and seconded by Greg Bazaz and it was voted unanimously to approve the one-time bonus incentive of \$3,500 for the Executive Director.

Project #202098/Paving -Additional Parking @ Coolidge Gardens

Mr. Waters updated the Board that the final part of this project of hydro seeding will be completed at the end of April.

Project #202116/West Hill Park asphalt repairs

Mr. Waters informed the Board that the contractor put down the soil last week and the project has been completed.

667-5 Coolidge Gardens Roof Top Solar Panels Project

Randy Waters presented the Board the update of the roof top solar panels project at 4 Cottage Street, Natick, Ma. Natick Housing Authority has contracted with Solect Energy, 80 Hayden Row Street, Hopkinton, Ma. The following resolution was introduced by Randy Waters, read in full and considered:

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE POWER PURCHASE AGREEMENT, LEASES, AND ANY OTHER RELATED DOCUMENTS ON BEHALF OF THE NATICK HOUSING AUTHORITY WITH SOLECT ENERGY.

This resolution shall take effect immediately. Erica Ball made a motion seconded by Gregory Bazaz, and upon roll call the “Ayes” and “Nays” were as follows:

Ayes 5

Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

Staffing & Organizational Updates – Administrative & Maintenance Departments

No update at this time.

Board Member Concerns

David Parish announced that he will be resigning from the board member position as of this evening. He has served NHA for over 10 years and as the Chairman for over 8 years. He is appreciative with all the progress NHA has made over the decade. He feels he is leaving NHA on a solid footing financially and administratively. NHA has become financially solid under his leadership and dedication. He will be

missed greatly by all. All the other board members, NHA staff and the residents would like to express gratitude for his service. Greg Bazaz suggested a gathering to celebrate his service in very near future. Thank you very much Chairman Parish for all you have done for the Natick Housing Authority and its residents.

Cedar Gardens Tenant Organization

Sandra Green thanked the Board members for attending the Jim White's ceremony on April 1st at Cedar Gardens. She created a fund to honor Debi Henry. Many residents would like to create a memorial to honor her many years of service to CGTO. Sandra Green has already collected \$210.

Greg Bazaz made a motion seconded by David Parish and it was voted unanimously to adjourn at 8:07pm.