

Regular Meeting
Natick Housing Authority
November 18, 2021

The Regular Meeting of the Natick Housing Authority was held on Thursday, November 18, 2021 in the Robert P. Ryan Community Hall, Coolidge Gardens, 4 Cottage Street, Natick, Massachusetts at 6:30pm. The meeting was called to order by Chairman, Meg Kiely and upon roll call all those present and absent were as follows:

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|----------|-------------------|----------------------------------|
| Present: | Margaret E. Kiely | -Chairman |
| | William H. Grogan | -Vice-Chairman (Departed 7:30pm) |
| | Gregory K. Bazaz | -Treasurer |
| | Erica E. Ball | -Commissioner |
| | Kimberly Condon | -Assistant-Treasurer |
| | Randy J. Waters | -Executive Director |
| | Sue Hur | -Finance Manager |
| | Jane Purser | -Resident Services Coordinator |
| Absent: | None | |

Chairman, Meg Kiely opened the meeting at 6:33pm and informed those in attendance that the meeting was being recorded.

Minutes

October 14, 2021

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve the October 14, 2021 minutes as written.

Executive Director Report

Randy Waters informed the Board with a few changes in NHA staffing. The Erica Ball Community Garden is very close to being completed. Mr. Waters started monthly meetings with the Cedar Gardens and Family residents. He held the Cedar Gardens residents meeting in person at their community hall and it was a remote meeting for the family residents. Fall cleanups are underway at West Hill Park, School Street Extension, Forest Green and Cedar Gardens. The tree removal at Cedar Gardens will start on Dec. 13th. Mr. Waters reached out to other authorities to compare notes regarding the CHAMPS processes. Winchester Housing Authority staff came in to share her processes with NHA staff. DHCD will come back out to inspect the hallways at Cedar Gardens. The exterior lightings at Cedar Gardens have been improved greatly. There were many LED lights added around most of the buildings. The interior hallway lights in Coolidge Gardens have been replaced with brighter bulbs.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of October 2021 increased to 28% but it should improve greatly next month as one of the family unit just caught up on their rent.

Vacancies

Randy Waters reported to the Board that the vacancies for October 2021 remained at 5% agency wide with 18 units.

Financial Review & update

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

Monthly financial reports as of October 31, 2021 was presented. Mr. Waters informed the Board that NHA continues to perform well with 400-1 reserves remaining at 94%.

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

Reserve Funding Project Update

Mr. Waters informed the Board that RCAT will present virtually with NHA reserves and modernization project updates at next board meeting.

Staffing & Organizational Updates

Randy Waters informed the Board that Dorothy Wright, NHA Family and Elderly Housing Coordinator will be retiring at the end of this year. She will be greatly missed by the staff and NHA residents. Also, the work order coordinated has resigned and will be replaced by a temp agency for now.

Board Member Concerns

Kim Condon is working on a grant application with Middlesex Savings Bank in the amount of \$1000 to start a garden in Cedar Gardens. She has connected with the Natick Garden Club to get this project started once the funding is received. Greg Bazaz has been re-elected as a Natick's Affordable Trust Fund Board member.

Cedar Gardens Tenant Organization

Sandra Green informed the Board that a laundry room at Cedar Gardens needs railings for safety and is concerned with bullying in Cedar Gardens.

Erica Ball made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:49pm.