

Regular Meeting
Natick Housing Authority
February 15, 2023

The Regular Meeting of the Natick Housing Authority was held on Wednesday, February 15, 2023 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:

Present:	Margaret E. Kiely	-Chairman
	Gregory K. Bazaz	-Treasurer
	Deborah Doucette	-New Board Member
Absent:	Randy J. Waters	-Executive Director
	Sue Hur	-Finance Manager
	Paul Pavia. CPA	-NHA Accountant
		Fenton, Ewald & Associates, PC
	William H. Grogan	-Vice-Chairman
	David M. Ciminelli	-New Board Member

Chairman, Meg Kiely opened the meeting at 6:36pm and informed those in attendance that the meeting was being recorded. Chairman Kiely announced two newly appointed NHA board members, Deborah Doucette and David Ciminelli.

Minutes

January 19, 2023

Chairman Meg Kiely advised that the minutes for January 19, 2023 will be voted for approval at the next meeting.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of January 2023 increased to 51%.

Vacancies

Randy Waters reported to the Board that the vacancies for January 2023 remained at 6% agency wide with 23 units.

Financial Review & update

Vendor expenses, overtime and landlord payments for the month of January 2023 were reviewed.

Monthly financial statement as of January 31, 2023 will be presented at the next board meeting.

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

Fiscal Year End 2022 Financial Statements

Paul Pavia presented to the Board the financial statement as of December 31, 2022. He provided detailed summary of all NHA programs. He explained that NHA performed better than budgeted in 2022 due to increase in rent and Section 8 Administrative fees. NHA ended 2022 with healthy reserve balances as follows;

Section 8 Housing Choice Voucher Program	\$198,004
400-1 State Convention Housing Program	\$954,335
689 Program	\$171,134
MRVP Program	\$21,430

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 were presented.

Greg P. Bazaz made a motion seconded by Deborah Doucette and it was voted unanimously to accept and approve the Year-end Financial Statements as of December 31, 2022 and the certifications presented.

NHA FY2023 Operating Budget

Paul Pavia presented to the Board the NHA FY2023 Operating Budget. He informed the Board that DHCD has increased ANUEL (Non-Utility Expense Level) by 9% above FY2022 levels.

Greg P. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number 4001 for fiscal year ending 12/31/2023 showing total revenue of \$2,522,823 and Total Expenses of \$2,682,480 thereby requesting a subsidy of \$334,835, and further that the Executive Director's total annual salary of \$114,480 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval. Deborah Doucette seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Greg P. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number 689 for fiscal year ending 12/31/2023 showing total revenue of \$69,404 and Total Expenses of \$78,477 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$114,480 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval. Deborah Doucette seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Greg P. Bazaz moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number MRVP for fiscal year ending 12/31/2023 showing total revenue of \$192,043 and Total Expenses of \$191,168 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$114,480 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval. Deborah Doucette seconded the motion which, upon roll-call, was passed by a vote of 3 to 0.

Project 202118/Bathroom Upgrade Phase 2

Mr. Waters updated the Board that 4 units have been completed and the next 4 units will start on Monday, 2/20/23. He also advised that there will be change orders presented at the next board meeting.

Project 202124/Paving Project @ Cedar Gardens

No update

Project 202125/Whole House Heating Pump

No update

Staffing & Organizational Updates

Mr. Waters informed the Board that he is working with the RCAT team to create the new CIP and to replace the elevator at Coolidge Gardens. RCAT team will help create one list that will combine the formula funding and reserve fund projects.

Board Member Concerns

Greg Bazaz shared that Ganesh Ramachandran is the new Chair and Glenn Kramar is the new Vice Chair at Natick Affordable Housing Trust Fund.

Cedar Gardens Tenant Organization Report

None at this time.

Deborah Doucette made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 8:16pm.