

Regular Meeting  
Natick Housing Authority  
March 9, 2023

The Regular Meeting of the Natick Housing Authority was held on Thursday, March 9, 2023 in the P. Joseph Coan Community Hall, Cedar Gardens, 40 Cedar Avenue, 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
	William H. Grogan	-Vice-Chairman
	Gregory K. Bazaz	-Treasurer
	Deborah Doucette	-New Board Member
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance Manager
	Jane Purser	-Resident Services Coordinator
Absent:	David M. Ciminelli	-New Board Member

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

Minutes

January 19, 2023

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve the January 19, 2023 minutes as written.

February 15, 2023

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve the February 15, 2023 minutes as written.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of February 2023 increased to 53%.

Vacancies

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

Financial Review & update

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

Monthly financial statement as of January 31, 2023 & as of February 28, 2023 will be presented at the next board meeting.

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

#### Project 202118/Bathroom Upgrade Phase 2

Mr. Waters updated the Board that the last 4 units in the second building, Bldg G will start next Monday and then on to Building K. Almost at the halfway mark. Mr. Waters presented to the Board Change Order No. 001 which contains Four (4) Proposed Change Orders in the total amount of \$54,151.95. These proposed change orders are for folding shower seats, to remove & install new toilet stops, installation of smaller electrical panel, and layers of plywood flooring to match adjacent floor in bedroom. William Grogan made a motion seconded by Deborah Doucette and it was voted unanimously to accept and approve the change order in the amount of \$54,151.95.

#### Project 202124/Paving Project @ Cedar Gardens

No update

#### Project 202125/Whole House Heating Pump

Bid will go out this month for this project.

#### Staffing & Organizational Updates

Jane Purser informed the Board summary of her annual report submitted to DHCD. She has made referrals to 137 NHA residents in the past year. She will obtain a RSC Tracking system to make her job more efficient and it will cost around \$1,000/year. In December she sent out surveys to NHA family units and received 20% responses. She is collaborating with Natick Service Council and Spark Kindness to create a program for our family residents. The funding for the 2<sup>nd</sup> year of the tablet program has been secured through the generosity of Mutual One, Middlesex Bank, DCU, Mathworks, and a private donor. Jane shared the frustrations and delay of residents receiving services from Bay Path/Springwell as they have merged. There seems to be a great shortage of staff. Some residents are waiting a year to get assistance. Food security is increasingly challenging for many residents so Jane gathers and shares all the local food bank information via her newsletter. Isolation and substance abuse seem to exist without much support so there is greater need for the Natick Senior Center to bring back all the pre-Covid events. Jane will attend the NERSC conference in May.

#### Board Member Concerns

The Board will like an update on the CIP/Reserve projects list with the allocation of funding, specifically the status of HILLAP/ARPA funds.

Cedar Gardens Tenant Organization Annual Budget Report

Sandra Green presented to the Board the CGTO Annual report and CGTO 2023-2024 Annual Budget. After some discussion, the Board suggested that spending \$640 on conferences maybe too much for the same 3 people and suggested spending \$180 instead. William Grogan made a motion seconded by Deborah Doucette and it was voted unanimously to approve \$180 for conferences and at the next Board meeting will review the CGTO 2023-2024 Annual Budget.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 8:03pm.