

Regular Meeting
Natick Housing Authority
May 11, 2023

The Annual Meeting of the Natick Housing Authority was held on Thursday, May 11, 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
	William H. Grogan	-Vice-Chairman
	Gregory K. Bazaz	-Treasurer
	David M. Ciminelli	-Assistant Treasurer
	Michael D. Lioce Jr.	-Commissioner
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager

Absent: None

Chairman, Meg Kiely opened the meeting at 6:30pm and informed those in attendance that the meeting was being recorded.

Minutes

April 25, 2023

Greg Bazaz made a motion seconded by David Ciminelli and it was voted unanimously to approve the April 25, 2023 minutes as written.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of April 2023 increased to 58%.

Vacancies

Randy Waters reported to the Board that the vacancies for April 2023 decreased to 5% agency wide with 21 units, 1 more than the prior month.

Financial Review & update

Vendor expenses, employee earnings, over-time, and landlord payments for the month of April 2023 were reviewed.

Mr. Waters presented to the Board the monthly financial statement as of April 30, 2023, NHA continues to perform well. As of April 30, 2023, the 400-1 reserve balance is at 75%.

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

Collection Loss

Mr. Waters presented to the Board three (3) collection losses totaling \$604 to be written off. 4A Cedar Avenue for \$464, the resident moved out of state. 44D Cedar Avenue for \$122, the resident passed away. 132D Cedar Terrace for \$18, the resident also passed away. William Grogan made a motion seconded by David Ciminelli and it was voted unanimously to approve to write off total collection loss in the amount of \$604.

Project 202118/Bathroom Upgrade Phase 2

Mr. Waters updated the Board that 44 bathrooms have been completed. He will present a change order and the certificate of substantial completion at the next meeting.

Project 202124/Paving Project @ Cedar Gardens

None at this time.

Project 202125/Whole House Heating Pump

None at this time.

CIP & Reserve Funding update

Mr. Waters presented to the Board the list of all NHA reserves projects and DHCD formula funding broken down by years and by fund source. The Board would like to keep NHA reserve balance around 50% at the end of fiscal year 2023. After some discussion, NHA will plan to spend around \$375,000 in non-routine expenses. The Board would like to prioritize reserve projects that will improve the appearances of NHA properties. Cutting trees and shrubs at all of NHA properties, carpentry and kitchen upgrades at scattered family sites, and if there are funds available, a new intercom system at Coolidge Garden will be the targeted projects.

Designer Selection A/E Review and Approval

Mr. Waters presented to the Board the list of the ranked designers selected by the Designer Selection Committee (DSC) from the submitted application for Project#202123, Fire Alarm System Upgrade at Cedar Gardens. After a brief discussion, Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to approve the top ranked designer, Shekar and Associates.

Staffing & Organizational Updates

Mr. Waters informed the Board that NHA's new Housing Coordinator has given his resignation. NHA will be posting a Housing Coordinator and a Maintenance & Modernization Administrative staff.

Board Member Concerns

Greg Bazaz met with Mr. Waters to select a project that could potentially be funded by Natick Affordable Housing Trust Fund. Power washing and painting Cedar Gardens Building A was chosen and Mr. Waters will apply for \$9,000 grant with NAHT.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:53pm.