

Regular Meeting
Natick Housing Authority
June 08, 2023

The Annual Meeting of the Natick Housing Authority was held on Thursday, June 08, 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 (Arrived 6:43pm)
	William H. Grogan	-Vice-Chairman (Departed 7:58pm)
	Gregory K. Bazaz	-Treasurer
	David M. Ciminelli	-Assistant Treasurer
	Michael D. Lioce Jr.	-Commissioner
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager
	Jane Purser	-Resident Services Coordinator

Absent: None

Vice-Chairman, William Grogan opened the meeting at 6:30pm and informed those in attendance that the meeting was being recorded.

Minutes

May 11, 2023

Greg Bazaz made a motion seconded by David Ciminelli and it was voted unanimously to approve the May 11, 2023 minutes as written.

Monthly Reports

Tenant Accounts Receivable

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

Vacancies

Randy Waters reported to the Board that the vacancies for May 2023 remained at 5% agency wide with 21 units.

Financial Review & update

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

Mr. Waters presented to the Board the monthly financial statement as of May 31, 2023. As of May 31, 2023, the 400-1 reserve balance is at 73%.

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 two (2) collection losses totaling \$12,134.50 to be written off. 16 Bennett Street Extension for \$1,436 and 20 Bennett Street Extension for \$10,698.50. Greg Bazaz made a motion seconded by David Ciminelli and it was voted unanimously to approve to write off total collection loss in the amount of \$12,134.50.

2023 Fenton, Ewald & Associates, P.C. Contract

Mr. Waters presented the contract for accounting services for 2023 with Fenton, Ewald & Associates, P.C. The monthly accounting services will increase to \$1,689, 5% from last year. Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to accept and approve the new 2023 contract with Fenton, Ewald & Associates, P.C.

Project 202118/Bathroom Upgrade Phase 2

Mr. Waters presented to the Board two (2) Proposed Change Orders. PCO 9 for no cost time extension. Vareika Construction requests the original completion date of 2/14/2023 to 05/05/2023, a total of 80 calendar days. PCO 10 is a credit in the amount of \$3,917.90 from Subcontractor PJ Dionne for using PVC drain pipe vs copper. William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve the two Proposed Changed Orders.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters informed the Board that phase 1 of this project has been approved in the amount of \$392,536 and is waiting for the construction documents.

Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that he is waiting for DHCD's approval for this project to go out to bid.

Section 8 Policy Update

Mr. Waters presented to the Board the Revisions to HCV Administrative Plan 2015 – 2023 to meet the HUD regulations. David Ciminelli made a motion seconded by Greg Bazaz and it was voted unanimously to approve the revisions to HCV Administrative Plan 2015 – 2023.

Performance Management Review (PMR) Results

Mr. Waters presented to the Board the PMR Results report from Lisa M. Taylor, Senior Housing Management Specialist of EOHLC (Executive Office of Housing & Living Communities). This report will be published in our next Annual Plan. There were several Operational Guidance issued in Occupancy, TAR (Tenant Accounts Receivable) & Certifications and Reporting Submissions. The Board would like to check on the status of the PMR findings at a quarterly basis and request for it to show improvements in 6 months.

RSC Report

Jane Purser shared with the Board the resident services activities and accomplishments for the last several months. Her new office hours are announced in the monthly newsletters and posted at her two offices. She emails the family residents weekly to share events and news. There are more noticeable mental health issues with our aging residents, and many have no support systems. With the merger of BayPath and Sprigwell, home care is very difficult to obtain due to staff shortage. She helped many residents sign up for Affordable Connectivity Program to reduce their internet costs. Many residents have dental needs and food insecurities have risen tremendously due to price increase. She will be applying for Metrowest Foundation Grant in August. The Natick Police Department held a family event at West Hill Park. They played sports with NHA children and provided lunch on an early release day. The sports gear was donated by Dick's Sports and lunch was provided by Wegmans. She will work with NPD to coordinate another event at Forest Green. The Natick Rotary will host a summer BBQ at Cedar Gardens on 6/27/23. The Board of Health nurse holds a health clinic once a month at Cedar Gardens. The Board thanked Jane for her dedication to helping all our residents and NHA really appreciates all that she does.

Board Member Concerns

The grant in the amount of \$9,000 from Natick Affordable Housing Trust Fund will be utilized to power wash all Curve and some Forest Green houses. This project will start next week.

Tenants Concerns

Sandra Green shared that the Comcast connection has been unstable and that CGTO will host a workshop with an interfaith group in August. She also is trying raise funds to attend conferences. Donna McGovern was wondering if solar panels were an option at Cedar Gardens and pointed out that landscaping at Cedar Gardens needed some attention.

Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to adjourn at 8:08pm.