

Regular Meeting
Natick Housing Authority
July 13, 2023

The Annual Meeting of the Natick Housing Authority was held on Thursday, July 13, 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 6:34pm and informed those in attendance that the meeting was being recorded.

Minutes

June 8, 2023

Greg Bazaz made a motion seconded by David Ciminelli and it was voted unanimously to approve the June 8, 2023 minutes with one minor change.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of June 2023 decreased to 28%.

Vacancies

Randy Waters reported to the Board that the vacancies for June 2023 increased to 6% agency wide with 23 units.

Financial Review & update

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

Mr. Waters presented to the Board the monthly financial statement as of June 30, 2023. As of June 30, 2023, the 400-1 reserve balance is \$989,684, 74%.

Greg Bazaz made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to accept and approve all financials as presented.

Collection Loss

Mr. Waters presented to the Board four (4) collection losses totaling \$1,286 to be written off. 52A Cedar Avenue for \$379, 146C Cedar Terrace for \$408, 170C Cedar Terrace for \$449 and 180B Cedar Terrace for \$50. Three residents passed away and one resident moved to a nursing home. Michael Lioce, Jr. made a motion seconded by Greg Bazaz and it was voted unanimously to approve to write off total collection loss in the amount of \$1,286.

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

Paul Pavia, the NHA Fee Accountant will be present at the next meeting.

Project 202118/Bathroom Upgrade Phase 2

Mr. Waters presented to the Board the Certificate of Final Completion in the amount of \$40,154.70 which includes Charge Orders#1 and #2. Greg Bazaz made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to approve the Certificate of Final Completion for this project.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters updated the Board that this project could go out to bid in September.

Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that this project is experiencing a delay due to the electric service.

RCAT Update

Mr. Waters met with RCAT on Tuesday, July 11th. They discussed the CIP for the next 3 years and the Annual Plan that will need to be reviewed and renewed at the September board meeting.

Staffing Position Update

The Housing Coordinator position is advertised and there are many interested candidates. The screening is almost completed and the interview process will begin soon.

Performance Management Review (PMR)

Mr. Waters will present to the Board the Corrective Action plan next month to address all the concerns found in the PMR report.

Board Member Concerns

The check in the amount of \$9,000 from Natick Affordable Housing Trust Fund was received and most of the painting has been completed. The Board and NHA is grateful for this grant. Greg Bazaz informed the Board about the new committee being created in the Town of Natick. The Community Preservation Committee (CPC) will be responsible for reviewing project funding requests for Community Preservation Act (CPA) funds and make recommendations to Natick Town Meeting for funding approval. 5 of 9 committee members will be representatives from existing Boards and Committees and 4 members will be appointed by the Select Board. Greg Bazaz is interested in becoming one of the committee members and the Board thinks he would be great representing NHA.

Tenants Concerns

Barbara Fornaro would like to know about the Coolidge Gardens elevator replacement plan and action and Jayne Hayes is concerned about the lack of parking spaces at Coolidge Gardens couple of days per week.

Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to adjourn at 8:15pm.