

Regular Meeting
Natick Housing Authority
August 10, 2023

The Annual Meeting of the Natick Housing Authority was held on Thursday, August 10, 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 (Arrived 6:37pm)
	Gregory K. Bazaz	-Treasurer
	David M. Ciminelli	-Assistant Treasurer
	Michael D. Lioce Jr.	-Commissioner
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager (Departed 7:15pm)

Absent: None

Chairman, Meg Kiely opened the meeting at 6:33pm and informed those in attendance that the meeting was being recorded.

Minutes

July 13, 2023

The July 13, 2023 minutes will be presented at the next meeting.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of July 2023 decreased to 25%.

Vacancies

Randy Waters reported to the Board that the vacancies for July 2023 increased to 7% agency wide with 26 units.

Financial Review & update

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

Mr. Waters informed the Board that the Financial Statement as of July 31, 2023 will be presented at the next meeting.

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

Fenton, Ewald & Associates, P.C. Report

This report will be presented at the next meeting.

Project 202124/Paving Project @ Cedar Gardens

No update at this meeting.

Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that this project is ready to go out to bid.

RCAT Update & Annual Plan

Mr. Waters updated the Board that RCAT conducted 10% inspection on our portfolio. Mr. Waters shared that the engineers are trying to find a solution to the Coolidge Gardens' elevator issue. They are considering two options, replacement of the jack system and the replacement proposal by Stanley Elevator Company.

Staffing Position Update

Two Housing Coordinators should be starting at the end of August. The interview process for the Facilities Manager position will begin shortly.

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.

Section 8 Administration Plan

Mr. Waters plans for Michael Kelleher to transition from Section 8 Coordinator to Housing manager. NHA would like to sub-contract Chelsea Housing Authority to administer the Section 8 program. William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve sub-contracting Chelsea Housing Authority to administer the Section 8 program upon receiving references from the other Housing Authorities.

Board Member Concerns

No update at this meeting.

Tenants Concerns

Sandra Green is concerned about the fire alarm system at Cedar Gardens. Tim McEntee would like the public restroom to be unlocked at Coolidge Gardens. Jayne Hayes is concerned about the poor quality of the intercom system at Coolidge Gardens and not having enough handicap parking spaces.

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to adjourn at 8:14pm.