

Regular Meeting  
Natick Housing Authority  
September 14, 2023

The Regular Meeting of the Natick Housing Authority was held on Thursday, September 14, 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
	Gregory K. Bazaz	-Treasurer
	Michael D. Lioce Jr.	-Commissioner
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager
	Paul Pavia. CPA	-NHA Accountant Fenton, Ewald & Associates, PC
Absent:	William H. Grogan	-Vice-Chairman
	David M. Ciminelli	-Assistant Treasurer

Chairman, Meg Kiely opened the meeting at 6:34pm and informed those in attendance that the meeting was being recorded.

Minutes

July 13, 2023

Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to approve the July 13, 2023 minutes as written.

August 10, 2023

Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to approve the August 10, 2023 minutes as written.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of August 2023 increased to 34%.

Vacancies

Randy Waters reported to the Board that the vacancies for August 2023 increased to 8% agency wide with 28 units. Mr. Waters informed the Board that EOHLC has granted waivers for most of the vacant units.

### Financial Review & update

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

Paul Pavia presented to the Board the financial statements as of July 31, 2023 and August 31, 2023. He explained that the NHA operating subsidy decreased due to the shelter rent increasing. The administrative salary also decreased due to lack of staff. Paul shared some information about FY2024 budget guidelines. There will be 7% increase in the budget and extra 6% increase in 667 program. NHA continuously performs well with the reserves at 75%.

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

### ARPA Earmark \$150,000

Mr. Waters presented to the Board ARPA earmark contract in the amount of \$150,000.00 for Development of a master plan for public housing. This CFA has an expiration date of June 30, 2025. Michael D. Lioce Jr. made a motion seconded by Gregory K. Bazaz and it was voted unanimously to accept and approve the ARPA earmark in the amount of \$150,000.00

### Contract for Financial Assistance Amendment #20

Mr. Waters presented the Board with amended to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,325,589.00. This amendment funds the following and extends the contract dates of service from June 30, 2024 to June 30, 2026. The award includes \$96,769 for FY2023 Energy Conservation Initiative -Oil toHeat Pump Conversion; \$5,000 for Public Housing Compliance Reserve award - asbestos removal related to heat pump conversion; \$611,812 for Formula Funding Award FY2026; and \$612,008 for Formula Funding Award FY2025.

Gregory K. Bazaz made a motion seconded by Michael D. Lioce Jr. and it was voted unanimously to accept and approve the CFA Amendment #20.

### Project 202124/Paving Project @ Cedar Gardens

Mr. Waters updated the Board that the bid will be going out next month and for the project to start next spring.

### Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that the bid is out now.

### Annual Plan 2024

Mr. Waters requested to vote on NHA 2024 Annual Plan. Gregory K. Bazaz made a motion seconded by Michael D. Lioce Jr. and it was voted unanimously to accept and approve the Annual Plan FY2024.

#### Staffing Position Update

Two new Housing Coordinators started and have received some training from Needham Housing Authority. The Facilities Manager position should be filled soon.

#### Performance Management Review (PMR)

Mr. Waters submitted the corrective action plan to EOHLC. EOHLC staff will follow up on 10/11/2023. The Board requests for the list of PMR findings and share updates at future meetings.

#### NHA Office hours change

Mr. Waters requests for the Board to approve reducing unpaid lunch time from 1 hour to 30 minutes for the administrative staff by closing half hour earlier. Many surrounding housing authorities offer similar schedule. Michael D. Lioce Jr. made a motion seconded by Greg K. Bazaz and it was voted unanimously to accept and approve the new Natick Housing Authority office hours as Monday through Friday, 8am to 4pm.

#### Board Member Concerns

The Board requested to put as an agenda item on the October meeting to select a representative for Community Preservation Committee. The bylaw was approved at Town Meeting and was reviewed and approved by the state Attorney General.

#### Tenants Concerns

Sandra Green is concerned that the A/C in Community Hall and drains at Ceddar Gardens. Deborah Doucette would like an update on exterior painting at Cedar Gardens.

Greg Bazaz made a motion seconded by Michael Lioce Jr. and it was voted unanimously to adjourn at 8:13pm.

