

Regular Meeting  
Natick Housing Authority  
December 21, 2023

The Regular Meeting of the Natick Housing Authority was held on Thursday, December 21, 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                                         |
|          | Michael D. Lioce Jr. | -Commissioner                                      |
|          | Randy J. Waters      | -Executive Director                                |
|          | Sue Hur              | -Finance & Operations Manager<br>(Departed 7:10pm) |
| Absent:  | David M. Ciminelli   | -Assistant Treasurer                               |

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

Minutes

November 9, 2023

Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve the November 9, 2023 minutes as written.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of November 2023 increased to 42%.

Vacancies

Randy Waters reported to the Board that the vacancies for November 2023 decreased at 6% agency wide with 23 units, 5 units less than the prior month. The Housing Coordinators and the Housing Manager are catching up with CHAMPS process.

Financial Review & update

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

Mr. Waters presented to the Board the financial statements as of November 30, 2023. NHA 400-1 reserves decreased to 71%.

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

NHA FY2023 Budget Revision

*William H. Grogan moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 4001 for fiscal year ending 12/31/2023 showing total revenue of \$2,706,950 and Total Expenses of \$2,866,607 thereby requesting a subsidy of \$518,962, and further that the Executive Director’s total annual salary of \$114,480 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval. Gregory K. Bazaz seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.*

2024 Fair Market Rents/Payment Standards

Mr. Waters presented to the Board the 2024 Payment Standards at Fair Market Rent (FMR) for the zero, one, two, three and four bedroom. The new payment standards will be effective January 1, 2024. Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to accept the 2024 Section 8 Fair Market Rents as follows:

|                  | 0-Bedroom | 1-Bedroom | 2-Bedroom | 3-Bedroom | 4-Bedroom |
|------------------|-----------|-----------|-----------|-----------|-----------|
| FMR              | 2212      | 2377      | 2827      | 3418      | 3765      |
| Payment Standard | 2212      | 2377      | 2827      | 3418      | 3765      |

Project 202123/Fire Alarm System Upgrade

The Cedar Garedens Fire Alarm System needs to be upgraded and Mr. Waters informed the Board that it is at initial stages with meeting with the engineers.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters updated the Board that the bid went out on 12/14/2023 and are due by 1/11/2024.

Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that this project is also out bid and is due in January 2024.

CIP Revision

Mr. Waters presented to the Board the CIP revision to include window replacement project at 200 & 705 properties, intercom and elevator replacement projects at Coolidge Gardens. William Grogan made a motion and seconded by Greg Bazaz and it was unanimously voted to approve the CIP revision.

### Performance Management Review (PMR)

Mr. Waters informed the Board that all inspections have been completed for 2023 except for a few units that were disallowed by the residents. Hundreds of work orders were generated due to the findings during the inspections.

### Resident Services Coordinator (RSC) Funding Extension

*Mr. Waters presented to the Board the Resident Service Coordinators (RSC) Notice of Funding Availability (NOFA) published by EOHLIC PHN2023-18 on 10/17/2023. This document announced that the current RSC grant funding qualifies for additional funding and is eligible to extend funding starting FY24 through FY28. After reviewing the application process stated in the document that EOHLIC will award \$60,000 annually for 5 years, Greg P. Bazaz made a motion seconded by Michael D. Lioce Jr. and it was voted unanimously to accept and approve the application to receive increased RSC grant funding from EOHLIC for a period of five years (starting FY24 through FY28).*

### Natick Service Council Expansion

Mr. Waters reported to the Board that Natick Service Council is seeking an expansion to their facility as the demand has increased greatly last several years. Mr. Waters would like to allow them to use part of NHA storage area. NSC will cover all expenses and labor for the expansion. After a brief discussion, Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve the expansion of Natick Service Council

### Board Member Concerns

Greg Bazaz updated the Board that the Select Board completed setting up the CPA Board and the members will be sworn in soon. Also, Greg's NHA Board position expires in March and the Select Board should be appointing a new board member but the Town Clerk is still checking the details.

### Tenants Concerns

Sandra Green informed the Board that CGTO will have a meeting on Tuesday at 6pm. At that meeting they will determine which letters of interests will be forwarded to the Select Board for the expiring board position.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 7:50pm.