

Regular Meeting
Natick Housing Authority
February 27, 2024

The Regular Meeting of the Natick Housing Authority was held on Tuesday, February 27, 2024 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
	Paul Pavia, CPA	-NHA Accountant Fenton, Ewald & Associates, PC
Absent:	David M. Ciminelli	-Assistant Treasurer

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

Minutes

December 21, 2023

Greg Bazaz made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to approve the December 21, 2023 minutes as written.

Collection Loss

Mr. Waters presented to the Board three (3) collection losses totaling \$1,264 to be written off. 154A Cedar Terrace for \$686, 62D Cedar Avenue for \$278, and 48 Bennett Street for \$300. One resident passed away and two residents moved out. William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve to write off total collection loss in the amount of \$1,264.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of December 2023 decreased to 26%.

Vacancies

Randy Waters reported to the Board that the vacancies for December 2023 remained at 6% agency wide with 22 units, 1 unit less than the prior month.

Financial Review & update

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

Paul Pavia presented to the Board the financial statements as of December 31, 2023. NHA 400-1 reserves decreased to 59%.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to approve all financials as presented for the month of December 2023.

FYE 2023 Financial Statements

Paul Pavia presented to the Board the financial statement as of December 31, 2023. He explained that 2023 was a very challenging year for many housing authorities due to rising costs of almost everything. NHA performed fairly well and ended 2023 with 400-1 reserves at 59%. There were some high expenses in legal fees and collection losses as well as increased non-routine expenses in unit turns. NHA ended 2023 with reserve balances as follows;

Section 8 Housing Choice Voucher Program	\$214,386
400-1 State Convention Housing Program	\$786,918
689 Program	\$136,333
MRVP Program	\$21,816

The Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws, Certification of Top 5 Compensation Form, and Certification of Year End Financial Statements were presented.

William Grogan made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to accept and approve the Year-end Financial Statements as of December 31, 2023 and the certifications presented.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of January 2024 increased slightly to 27%.

Vacancies

Randy Waters reported to the Board that the vacancies for January 2024 decreased at 5% agency wide with 21 units, 1 unit less than December 2023.

Financial Review & update

Vendor expenses, employee earnings, over-time, and landlord payments for the month of January 2024 were reviewed.

Paul Pavia informed the Board the financial statements as of January 31, 2024 will be presented at the next board meeting along with financial statements as of February 29, 2024.

William Grogan made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to approve all financials as presented for the month of January 2024.

NHA FY2024 Operating Budget

Paul Pavia presented to the Board the NHA FY2024 Operating Budget. He informed the Board that EOHLC has increased ANUEL (Non-Utility Expense Level) by 7% above FY2023 levels and Chapter 667 units will receive an additional 6% increase.

William H. Grogan moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number 4001 for fiscal year ending 12/31/2024 showing total revenue of \$2,734,357 and Total Expenses of \$2,953,973 thereby requesting a subsidy of \$480,065, and further that the Executive Director's total annual salary of \$116,569 for fiscal year ending 12/31/2024 be submitted to the Department of Housing and Community Development for its review and approval. Greg P. Bazaz seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

William H. Grogan moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number 689 for fiscal year ending 12/31/2024 showing total revenue of \$69,404 and Total Expenses of \$73,853 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$116,569 for fiscal year ending 12/31/2024 be submitted to the Department of Housing and Community Development for its review and approval. Greg P. Bazaz seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

William H. Grogan moved that the proposed Operating Budget for State-Aided Housing of the Natick Housing Authority, Program Number MRVP for fiscal year ending 12/31/2024 showing total revenue of \$7,800 and Total Expenses of \$7,678 thereby requesting a subsidy of \$0, and further that the Executive Director's total annual salary of \$116,569 for fiscal year ending 12/31/2024 be submitted to the Department of Housing and Community Development for its review and approval. Greg P. Bazaz seconded the motion which, upon roll-call, was passed by a vote of 4 to 0.

Project 202123/Fire Alarm System Upgrade

Mr. Waters updated the Board that the engineers are gathering the specifications for this project and have met with Natick Fire Department.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters informed the Board that the low bidder is S.I. Services, Inc. 163 Leland Street, Framingham, Ma in the amount of \$516,000 with Alternate 1. Greg Bazaz made a motion seconded by William Grogan and it was voted unanimously to approve the low bidder for this project.

Project 202125/Whole House Heating Pump

Mr. Waters informed the Board that the low bidder is Electric By Design LLC. 36 Walton Street, Attleboro, Ma in the amount of \$53,899. Greg Bazaz made a motion seconded by Michael Lioce, Jr. and it was voted unanimously to approve the low bidder for this project.

Performance Management Review (PMR)

Mr. Waters updated the Board that NHA has resolved all the findings and there is a system in place to manage all the reporting requirements for EOHLC.

HUD Section 8 Corrective Action Plan (CAP)

Mr. Waters informed the Board that NHA failed the FYE2022 SEMAP by missing the deadline. HUD is scheduled to come out at the end of March. NHA hired a consultant, Gail Neibaur last year and she has been actively consulting NHA for about a year. On 2/28/24, she and NHA staff, Michael Kelleher will meet with Chelsea Housing to resolve some of the remaining issues.

Board Member Concerns/Board Members Training

Mr. Waters shared the new LHA Board Member Training system provided by EOHLC. The course is accessible online. Two names have been submitted to the Natick Select Board and the interview should be held at the next town meeting for the one expiring board position in March.

Tenants Concerns

Sandra Green informed the Board that CGTO will present their Annual Budget report at the next board meeting and the CGTO election will be held on 3/21/24. Sandra will not be running.

William Grogan made a motion seconded by Greg Bazaz and it was voted unanimously to adjourn at 8:38pm.