

Regular Meeting  
Natick Housing Authority  
June 13, 2024

The Regular Meeting of the Natick Housing Authority was held on Thursday, June 13, 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 (Arrived 6:52pm)
	William H. Grogan	-Vice-Chairman
	Michael D. Lioce Jr.	-Commissioner
	David M. Ciminelli	-Treasurer
	Deborah Doucette	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager
Absent:	None	

Vice-Chairman, William Grogan opened the meeting at 6:33pm and informed those in attendance that the meeting was being recorded.

Minutes

May 9, 2024

David Ciminelli made a motion seconded by Michael Lioce Jr. and it was voted unanimously to approve the May 9, 2024 minutes as written.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable for the month of May 2024 decreased to 12%. The accounts receivable have been improving due to the efforts of the Housing Coordinators. The TAR report for EOHLC is under 5% for the rent collected as of May 31, 2024.

Vacancies

Randy Waters reported to the Board that the vacancies for May 2024 remained at 3% agency wide with 13 units, 2 units more than the previous month. The Board would like to be informed on the status of vacancy waivers submitted to EOHLC.

Financial Review & update

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

Mr. Waters presented to the Board the financial statements as of May 31, 2024. The 400-1 reserves balance as of May 31, 2024 increased to \$826,399 or 56%.

David Ciminelli made a motion seconded by Michael Lioce Jr. and it was voted unanimously to approve all financials as presented for May 2024.

Collection Loss

Mr. Waters presented to the Board a collection loss of \$7,374.82 to be written off at 15 West Hill Park. The resident was evicted due to nonpayment of rent. Michael Lioce Jr. made a motion seconded by David Ciminelli and it was voted unanimously to approve to write off a collection loss in the amount of \$7,374.82.

Project 202123/Fire Alarm System Upgrade 667-1 - 4

No update at this time.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters updated the Board that this project should be ending at the end of June 2024

Project 202125/Whole House Heating Pump

Mr. Waters updated the Board that this project should be ending at the end of June 2024.

Project 202132/Window Replacement 200-1

No update at this time.

Project 202133/Entry Stoop repairs 200-1

Mr. Waters informed the Board that this project takes place at 5 locations on Bennett Street.

Project 202134/Intercom Replacement 667-5

Mr. Waters updated the Board that this project went out to bid.

Project 202135/Elevator Replacement 667-5

Mr. Waters informed the Board that this project is in the designer selection process with EOHL.

Project 202136/Window Replacement 705-3

No update at this time.

Performance Management Review (PMR)

Mr. Waters presented the FY2023 PMR report. NHA passed the PMR. However, the Board was dissatisfied with the number of corrective actions and operational guidance and asked Mr. Waters to come to the next meeting prepared to discuss an action plan to address them. The Board strongly

advises Mr. Waters to follow the recommendations given by EOHLC especially regarding vacancy turnovers.

#### HUD Section 8 Corrective Action Plan (CAP)

Mr. Waters informed the Board that the consultant will send out a letter to HUD.

#### Chelsea HA Administrative Plan

Mr. Waters presented to the Board the Chelsea Housing Authority HCV Administrative Plan for NHA to adopt to follow for the Section 8 program. William Grogan made a motion seconded by David Ciminelli and it was voted unanimously to adopt the Chelsea HA's plan.

#### Board Member Concerns

The Board requested Mr. Waters to present a plan for the staffing and organization at the next Board Meeting, but Randy didn't know if there will be a plan at the next meeting. Also, the Board would like to know how many windows at Coolidge Gardens leak. Mr. Waters will provide updates at the next meeting.

#### Tenants Concerns

Mary Somers provided some CGTO updates. She is thankful for the new bench in front of the Cedar Gardens Community Hall. She had some suggestions for RSC newsletter regarding the lease issues.

Deborah Doucette made a motion seconded by David Ciminelli and it was voted unanimously to adjourn at 7:51pm.