

Regular Meeting  
Natick Housing Authority  
August 8, 2024

The Regular Meeting of the Natick Housing Authority was held on Thursday, August 8, 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 Vice-Chairman, William Grogan and upon roll call all those present and absent were as follows:

Present:

|                      |                      |
|----------------------|----------------------|
| William H. Grogan    | -Vice-Chairman       |
| Michael D. Lioce Jr. | -Commissioner        |
| Deborah Doucette     | -Assistant Treasurer |
| <br>                 |                      |
| Randy J. Waters      | -Executive Director  |

Absent:

|                    |                               |
|--------------------|-------------------------------|
| Margaret E. Kiely  | -Chairman                     |
| David M. Ciminelli | -Treasurer                    |
| Sue Hur            | -Finance & Operations Manager |

Vice-Chairman, William Grogan opened the meeting at 6:42pm and informed those in attendance that the meeting was being recorded.

Minutes

June 13, 2024

William Grogan would like the revised June 13, 2024 minutes be presented at the next meeting.

July 11, 2024

Michael Lioce Jr. made a motion seconded by Deborah Doucette and it was voted unanimously to approve the July 11, 2024 minutes.

Monthly Reports

Tenant Accounts Receivable

Randy Waters informed the Board that the tenant accounts receivable is improving. The new summary report will be created to reflect the TAR and repayment ledgers at the next meeting.

Vacancies

Randy Waters reported to the Board that the vacancies for July 2024 remained at 3% agency wide with 10 units, 2 units less than the previous month. Mr. Waters advised that there are over 8 residents vacating in August.

Financial Review & update

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

Mr. Waters presented to the Board the financial statements as of June 30, 2024 and as of July 31, 2024. As of July 31, 2024, the 400-1 reserve balance is at 60%.

Michael Lioce Jr. made a motion seconded by Deborah Doucette and it was voted unanimously to approve all financials as presented for June 2024 and July 2024.

Executive Director's Report

No separate report at this time.

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

Mr. Waters believes that the bid documents for this project will be completed next month.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters updated the Board that this project is almost completed with a few minor items remaining.

Project 202125/Whole House Heating Pump

Mr. Waters presented to the Board Change Order #1, Change Order #2, Change Order #3, Certificate of Substantial Completion, and Certificate of Final Completion. Mr. Waters explained that the 3 change orders only added \$350.54 to this project. Michael Lioce Jr. made a motion seconded by Deborah Doucette and it was voted unanimously to approve all the documents for this project.

Project 202132/Window Replacement 200-1

The engineer came on-site to take measurements.

Project 202133/Entry Stoop repairs 200-1

Mr. Waters updated the Board that the engineer is gathering the information to create specifications.

Project 202134/Intercom Replacement 667-5

Mr. Waters informed the Board that there were no bids so it needs to go out to bid again.

Project 202135/Elevator Replacement 667-5

Mr. Waters updated the Board an EOHLC project engineer came out to gather information to prepare for designer selection.

Project 202136/Window Replacement 705-3

Winslow Architects came out to take measurements.

Town of Natick, Bennett Street request for a street acceptance

Deborah Doucette made a motion seconded by Michale Lioce Jr. and it was unanimously approved to

support for that part of the Bennett Street to be accepted as the town street.

Performance Management Review (PMR)

Mr. Waters shared with the Board that the NHA staff have been taking measures to improve upon procedures and is making changes to perform better on future PMR. Mr. Waters is working on job description for the needed maintenance department staff and he will share it at the next meeting.

HUD Section 8 Corrective Action Plan (CAP)

HUD did respond back to a few of the indicators and Mr. Waters is working with the consultant to further respond to HUD and will share the letters with the Board when it gets created.

Board Member Concerns

William Grogan requests for analysis of maintenance staff costs vs contractor costs and have the windows at Coolidge Gardens evaluated by a professional.

CGTO 2024 Revised Budget Report (Vote)

This will be voted at the next meeting.

Tenants Concerns

Mary Ellen is concerned about the windows at Coolidge Gardens. Mary Somers requests for the cleaning of the hallways schedule to be posted.

Michael Lioce Jr made a motion seconded by Deborah Doucette and it was voted unanimously to adjourn at 7:54pm.