

Regular Meeting  
Natick Housing Authority  
September 19, 2024

The Regular Meeting of the Natick Housing Authority was held on Thursday, September 19, 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
	Michael D. Lioce Jr.	-Commissioner
	Deborah Doucette	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager
Absent:	David M. Ciminelli	-Treasurer

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

Minutes

June 13, 2024

William Grogan made a motion seconded by Deborah Doucette and it was voted unanimously to approve the June 13, 2024 minutes.

August 8, 2024

William Grogan made a motion seconded by Deborah Doucette and it was voted unanimously to approve the August 8, 2024 minutes.

Monthly Reports

Tenant Accounts Receivable

Randy Waters presented the new TAR and repayment summary reports which showed great improvements. TAR as August 31, 2024 is under 2%.

Vacancies

Randy Waters reported to the Board that the vacancies for August 2024 increased to 4% agency wide with 17 units due to having 9 units vacating in August. Mr. Waters will submit waiver request to EOHLA for those units.

Financial Review & update

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

Mr. Waters presented to the Board the financial statements as of August 31, 2024. As of August 31, 2024, the 400-1 reserve balance increased to 62%.

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

Executive Director's Report

No separate report at this time.

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

Mr. Waters updated the Board that this project will go out to bid soon and believes the project will start in January 2025.

Project 202124/Paving Project @ Cedar Gardens

Mr. Waters will present the close out documents for this project at the next meeting.

Project 202125/Whole House Heating Pump

This project has been completed.

Project 202132/Window Replacement 200-1

Mr. Waters updated the Board that this project will go out to bid soon.

Project 202133/Entry Stoop repairs 200-1

Mr. Waters updated the Board that this project will go out to bid in November and the project should start in Spring 2025.

Project 202134/Intercom Replacement 667-5

Mr. Waters informed the Board the bid for this project is out again and is due by October 10, 2024.

Project 202135/Elevator Replacement 667-5

Mr. Waters believes that this project will go out to bid in February 2025.

Project 202136/Window Replacement 705-3

Mr. Waters updated the Board that this project will go out to bid soon.

Performance Management Review (PMR)

Mr. Waters shared with the Board the job description of Maintenance Manager position which will be posted next week. William Grogan would like Mr. Waters to present written responses to the PMR recommendations made by EOHLIC at the next meeting.

HUD Section 8 Corrective Action Plan (CAP)

Chelsea Housing Authority is requesting for 30 day extension to respond to HUD.

Board Member Concerns

The Board requests for the cost comparison of maintenance staff vs contractor costs to be on the agenda at the next meeting. Michael Lioce Jr. would like NHA to consider making bathtub modifications at each unit turn. Meg Kiely met with Family Promise and is recommending NHA staff meet with them too. Sue Hur and Jane Purser already have plans to meet with Family Promise on 9/23/24.

CGTO 2024 Revised Budget Report (Vote)

William Grogan made a motion seconded by Michale Lioce Jr. and it was voted unanimously to approve the CGTO 2024 Revised Budget of \$6,500 from \$1,560.

Tenants Concerns

Barbara Fornaro would like a chair lift installed at Coolidge Gardens during the elevator replacement project.

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