

Annual Meeting
Natick Housing Authority
April 10, 2025

The Annual Meeting of the Natick Housing Authority was held on Thursday, April 10, 2025 in the P. Joseph Coan Community Hall, Cedar Gardens, 40 Cedar Ave, 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
	David M. Ciminelli	-Treasurer
	Deborah Doucette	-Assistant Treasurer
	Randy J. Waters	-Executive Director
	Sue Hur	-Finance & Operations Manager (Arrived 6:40pm)
Absent:	Michael D. Lioce Jr.	-Commissioner

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

Minutes

March 20, 2025

David Ciminelli made a motion seconded by Deborah Doucette and it was voted unanimously to approve the March 20, 2025 minutes.

Monthly Reports

Tenant Accounts Receivable

Randy Waters presented the TAR and repayment summary reports which showed TAR as of March 31, 2025 improved to under 2%.

Vacancies

Randy Waters reported to the Board that the vacancies for March 2025 remained at 2% with 7 units, same as previous month.

Financial Review & update

Vendor expenses, employee earnings, over-time, and landlord payments for the month of March 2025 were reviewed.

Mr. Waters presented to the Board that the financial statements as of March 31, 2025. NHA continuously performs well, the 400-1 reserves improved to 63%.

David Ciminelli made a motion seconded by Deborah Doucette and it was voted unanimously to approve all financials as presented for March 2025.

Collection Loss

Mr. Waters presented to the Board ^{Two} ~~three~~ (2) collection losses totaling \$1,380 to be written off. 180B Cedar Terrace for \$608 and 178B Cedar Terrace for \$772. One resident passed away and the other moved to a nursing home. Deborah Doucette made a motion seconded by David Ciminelli and it was voted unanimously to approve to write off total collection loss in the amount of \$1,380.

Contract for Financial Assistance (CFA)

Mr. Waters presented to the Board Amendment #21 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,548,003.11. This amendment funds the following and extends the contract dates of service from June 30, 2026 to June 30, 2028. The award includes \$639,784.82 for Formula Funding Award FY2027; \$150,000.00 for repair existing elevator 667-5; \$695,418.29 for Formula Funding Award FY2028; and \$62,800.00 for Aging in Place Award.

Deborah Doucette made a motion seconded by David Ciminelli and it was voted unanimously to accept and approve the CFA Amendment #21.

Capital & Modernization Updates

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

Mr. Waters presented to the Board that the low bidder for this project is Apex Integrations in the amount of \$1,175,000. This project will upgrade the fire alarm system at Cedar Gardens and 689-1 Group Homes. David Ciminelli made a motion seconded by Deborah Doucette and it was voted unanimously to accept and approve this low bidder.

Project 202132/Window Replacement 200-1

Mr. Waters met with the contractor and the entire design team yesterday. There is some discussion about upgrading the siding of the buildings at the same time. They will upgrade one building as a sample to determine the total cost of the project if the cost of sidings is included.

Project 202133/Entry Stoop repairs 200-1

No update at this time.

Project 202134/Intercom Replacement 667-5

Mr. Waters updated the Board that this project is almost complete.

Project 202135/Elevator Replacement 667-5

No update at this time.

Project 202137/Window Replacement 705-3

No update at this time.

Project 202139/Envelope Upgrade 200-1

This project is the new siding job at Forest Green.

Project 202140/Window Repair 667-5

This is the window repair and replacement project at Coolidge Garden.

Project 202141/Window Replacement 689-3

This is the window replacement project at 72 South Main Street.

Performance Management Review (PMR)

FY2024 PMR review will be conducted at the end of April.

HUD Section 8 Corrective Action Plan (CAP)

Mr. Waters must submit all documents to HUD by 4/18/25. SEMAP for FY2024 performance depends on the SEMAP FY2023 meeting the corrective action plan.

Maintenance Report

Mr. Waters will present the report at the next meeting.

Board Member Concerns

The reorganization of NHA board members will take place at the next board meeting. Deborah Doucette will attend the Natick Affordable Trust Fund meetings.

CGTO Concerns

The CGTO Annual report will be presented at the next meeting.

Tenants Concerns

Beverly Doll, Marilyn Miller, and Alan Ellman wanted to know the date for the clean up at Cedar Gardens. Donna Johnson is concerned with cars parked on no-parking fire lanes at Cedar Gardens.

David Ciminelli made a motion seconded by Deborah Doucette and it was voted unanimously to adjourn at 7:36pm.

