

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING, January 4, 2016**

A regular business meeting of the Reading Housing Authority was held on Monday, January 4, 2016 at 5:30 P.M. at the office of the Reading Housing Authority the town of Reading, Mass. The meeting was **called to order at 5:35 P.M.** with the Chair, Timothy J. Kelley presiding. Those members present and forming a quorum were Richard Robbins, Diane Cohen and Kevin F. Mulvey, as well as the Secretary/Executive Director, Lyn Whyte. Lynn Hodgdon was absent.

**Minutes**                      **Move Diane      Second Richard      Vote 4-0**

**16-054 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of December 7, 2015, as presented.

**Finances**                      **Move Kevin      Second Richard      Vote 4-0**

**16-055 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6120-6164 Payroll Summary as presented for December, 2015. Section 8 Voucher Program January 1, 2016 wire transfer in the amount of \$109,616.43 as presented.

**Finances**                      **Move Diane      Second Richard      Vote 4-0**

**16-056 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end November, 2015 of the current fiscal year.

**Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of December, 2015 was provided to Board.

**Report of Programs:**

- Vacancy Report- Lyn E. Whyte, Executive Director provided a monthly report for the state housing programs. As of December 31, 2015, all units, all programs have been leased.
- Sec 8 Report- Report provided by Executive Director. The ongoing administration of the RHA Section 8 program by CHA is going well. Staff from CHA report to RHA monthly, as needed, to meet with our clients. All comments from participants have been positive.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of November and December, 2015. No outstanding repairs at this time.

**New Business:**

- Correspondence from HUD approving all corrective actions taken by the RHA in addressing SEMAP deficiencies under Indicator 13 for FYE June 2015. No additional action required.
- Capital fund project, FISH # 246045, to replace bath vanities in our elderly 667 development will begin the week of January 11<sup>th</sup>. All work being done in-house utilizing RHA maintenance staff. Material and labor costs related to the overall project will be submitted to DHCD for reimbursement upon completion of project.

**Real Estate Matter:**

- None at this time.

**Board Schedule**

**February, 2016 BOARD MEETING; 02/01/2016 @ 5:30 pm**

**16-057 TO ADJOURN: 6:00 PM.    Move Diane    Second Kevin    Vote 4-0**

Respectfully submitted,

  
Lyn E. Whyte, Secretary & Executive Director