

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 11th. 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