

# ***READING HOUSING AUTHORITY***

## **MINUTES OF THE REGULAR BOARD MEETING, February 1, 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 5:32 P.M.** with the Chair, Timothy J. Kelley presiding. Those members present and forming a quorum were Richard Robbins, Kevin F. Mulvey and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Diane Cohen was absent.

**Minutes**      **Move** Kevin      **Second** Lynn      **Vote** 4-0

**16-058 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of January 4, 2016, as presented.

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

**16-059 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6165-6206 Payroll Summary as presented for January, 2016. Section 8 Voucher Program; February 1, 2016 wire transfer in the amount of \$107,284.12 as presented.

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

**16-060 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end December, 2015 of the current fiscal year.

**Truck Purchase**      **Move** Richard      **Second** Lynn      **Vote** 4-0

**16-061 VOTED:** To approve and authorize Executive Director to purchase a 2016 F250 XL 4x4 truck with plow from Stoneham Ford, Stoneham, MA in accordance with DHCD C30B procurement process and in an amount not to exceed \$28,124.

**Disposition of 2003 GMC**      **Move** Richard      **Second** Lynn      **Vote** 4-0

**16-062 VOTED:** To approve and authorize Executive Director to dispose of 2003 GMC Sierra truck with plow by trade-in allowance in the amount of \$2,800 against purchase of new vehicle with Stoneham Ford, Stoneham, MA in accordance with DHCD C30B, sec15 *Disposition of Surplus Supplies*.

**Approval of Part-Time Employee**      **Move** Kevin      **Second** Lynn      **Vote** 4-0

**16-063 VOTED:** To approve the hiring of Emily Avelares of Woburn, MA to fill an existing part-time housing manager position within our budget and per our RHA Hiring Policy. Employment not to exceed 24 hours per week at a starting rate of \$20.83 per hour.

**Pet Waiver 667 Development**      **Move** Richard      **Second** Lynn      **Vote** 4-0

**16-064 VOTED:** To approve and authorize the tenant at #14-3 to have a cat in accordance with the rules for Pet Ownership promulgated by DHCD and the Reading Housing Authority Pet Policy after assurance that all conditions for pet ownership are in place.

**Audit Contract**      **Move** Kevin      **Second** Richard      **Vote** 4-0

**16-065 VOTED:** To approve selection of Ross & Company of Nashua, NH, for Audit Services for the Fiscal Year 2016 with option for Fiscal Year 2017 in the amount of \$5,000 per audit year and authorize Executive Director to enter into contract for submittal to DHCD.

**Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of January, 2016 was provided to Board.
- Executive Director introduced new part-time hire, Emily Avelares to the Board. A motion was presented to approve her employment per RHA Hiring Policy.
- RHA Board Treasurer, Diane Cohen recently attended the White House convening on the proposed Smoke-Free Rule being introduced. Her efforts to be part of a team that is working to establish a dialogue between all public housing authorities to discuss common concerns, best practices and exchange information is appreciated by all.

**Report of Programs:**

- Vacancy Report- Emily Avelares, State Program Housing Manager provided her monthly report. At this time all state programs are fully leased.
- Sec 8 Report- Report provided by Executive Director. The Section 8 program, at this time, remains fully leased. Our joint efforts with the administering agency, Chelsea HA, have resulted in an improved financial status for this program.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of January, 2016.

**New Business:**

- The 2015 Annual Report to the Town of Reading was presented to the Board for final comments and subsequent submittal to the Town. No additional changes were made to report.
- Correspondence from MassNahro regarding our recent loss control survey was presented to the Board. Overall, the RHA was identified as a small well-run housing authority with low turnover and good controls over exposures. No new recommendations were required at this time.
- Executive Director presented documentation to support request to purchase, per RHA procurement policy, a new 2016 Ford F150 with plow for the RHA maintenance department. Upon review, a motion was presented and approved.
- Executive Director presented documentation to support request to dispose of RHA's 2003 GMC truck with plow per our RHA procurement policy. Upon review, a motion was presented and approved.
- Request for approval of a cat waiver for a senior resident at Tannerville was presented by the Executive Director on behalf of our tenant. All required documentation is in place per our RHA Pet Policy. Upon review, a motion was presented and approved. The current tenant file will be updated accordingly.
- Executive Director asked the Board to approve the option to extend our independent audit agreement with Ross & Company of Nashua, NH for our FY16 with option for FY17 as presented. Upon review, motion was presented and approved.
- Correspondence from the Reading CPDC regarding potential zoning by-law amendments for 2016 was provided to the RHA Board as requested by the CPDC Chair.

**Real Estate Matter:**

- Update on Gazebo Unit Foreclosure: Correspondence from Wells Fargo Bank regarding the impending Mortgagee's Notice of Sale of Real Estate on an identified affordable unit was shared with the RHA Board. In addition, the copy of a response to this action prepared by RHA legal counsel, Brad Latham, and directed to Orlans/Moran, Wells Fargo Bank in a letter dated 1/20/16 was provided to the RHA Board. The RHA Board will be kept informed of any additional updates in this regard.
- RHA-Owned Gazebo Property: As owners of four affordable units at this location, a copy of 1/26/16 Meeting Minutes for this development was provided to the Board for up to date informational purposes.

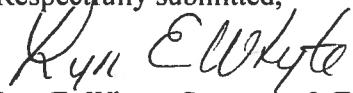
**Board Schedule**

March 2016 BOARD MEETING; 03/07/2016 @ 5:30 pm

**16-065 TO ADJOURN: 6:10 PM. Move Lynn Second Richard Vote 4-0**

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Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director

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