

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, March 7, 2016

A regular business meeting of the Reading Housing Authority was held on Monday, March 7, 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 5:36 P.M. with the Chair, Timothy J. Kelley presiding. Those members present and forming a quorum were Richard Robbins, Diane Cohen, and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Kevin Mulvey was absent.

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

16-067 VOTED: To accept for the record the Minutes of the Regular Business Meeting of February 1, 2016, as presented.

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

16-068 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6207-6258 Payroll Summary as presented for February, 2016. Section 8 Voucher Program; March 1, 2016 wire transfer in the amount of \$121,531.42 as presented.

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

16-069 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end January, 2016 of the current fiscal year.

Re-appointment of Hearing Officer **Move** Diane **Second** Lynn **Vote** 4-0

16-070 VOTED: To approve the re-appointment of Ms. Maureen Howlett as Hearing Officer for all programs administered by the Reading Housing Authority to a continuous annual term commencing on February 1, 2016 along with annual RHA Board approval.

RHA Request to Opt Out of RCAT Program **Move** Diane **Second** Richard **Vote** 4-0

16-071 VOTED: To approve the Executive Director's request, per Public Housing Notice 2016-02, to submit to DHCD an *Application for a Waiver from the Regional Capital Assistance Team (RCAT) Program*.

Certificate of Final Completion/Compliance; Bath Vanities **Move** Richard **Second** Lynn **Vote** 4-0

16-072 VOTED: To approve, sign and submit the *Certification of Compliance* and *Certificate of Final Completion* to DHCD in the amount of \$9817.24 for costs associated with FISH Project #246045: installation of bath vanities at our 667-1 & 2 elderly developments located at Frank D. Tanner Drive.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of February, 2016 was provided to Board.
- Notification of a "Lead the Way" training opportunity for HA Board members and staff was made available to all members. Participation is voluntary and is an online training tool.
- DHCD PIH Notice 2016-03 regarding Local HA Board contact information being made readily available to the state through their online system. All required contact information will be inputted as requested and maintained/modified by the Executive Director on a monthly basis as needed.

Report of Programs:

- Vacancy Report- Emily Avalares, State Housing Manager provided her monthly report for the state programs indicating one vacancy in our 667 elderly development last month. The unit has been leased.
- Sec 8 Report- Report provided by Executive Director on the administration of the program by CHA. All vouchers are assigned at this time and we are at full capacity. Funds are being transferred electronically on the first of each month with no noted issues. CHA staff is utilizing RHA office space each month to meet with all local participants as needed. Overall the program is

experiencing a positive financial gain in this program as a result of outsourcing this program.

- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of February, 2016. The two outstanding work orders noted as open in the report had been completed and closed at time of Board meeting.

New Business:

- The final independent Financial Audit Report for FYE June 2015 was presented to the Board for review. Copies of said report have been forwarded to HUD and DHCD as required. All final payments due to Ross & Company have been made at this time.
- The Agreed Upon Procedures (AUP) Report for FYE June 2015, as required by DHCD, has been completed. The report was forwarded to DHCD as required and a copy of the invoice associated with this special report was forwarded to DHCD as well for direct reimbursement back to the RHA.
- The Executive Director requested Board approval of continued service from Ms. Maureen Howlett as the Hearing Officer for the RHA. A motion was presented and approved.
- Memo from the Town of Reading dated February 10, 2016 from the Chair of CPDC with latest update of the Reading Zoning Bylaw was provided to all Board members for their review.
- The Executive Director presented to the Board for their review all documentation required to close out our modernization project identified as FISH # 246045; bath vanities at our 667 1&2 elderly developments at a cost of \$9,817.24. This project was an approved in-house capital fund plan and the RHA will receive direct reimbursement from DHCD for all costs associated with this job upon submittal of all supporting documents. A Board motion was presented and approved.
- The Executive Director presented an *Application for a Waiver from the Regional Capital Assistance Team (RCAT) Program* seeking Board approval to submit said waiver request. DHCD. Initially, the program was legislatively mandated under Section 26C of Chapter 235 of the Acts of 2014. Regional teams have been created to offer technical assistance to smaller agencies in executing capital and maintenance plans and projects. LHA's with smaller than 500 units are required by law to participate unless the LHA is granted a waiver. The RHA would like to request a waiver based on its past demonstration of our operational and technical ability to manage our own program. The RHA feels confident that we can continue to operate our maintenance programs to its fullest and fulfill all DHCD reporting requirements. In addition, a tenant meeting, as required in our application, with all residents was held on March 2nd to seek their support in our endeavors to "opt out" of this transitional program. The response was very supportive and attendance was documented. Upon completion of board discussion and review of all documentation, a motion was presented and voted to support the RHA request for a waiver. The application form and subsequent supporting documentation will be submitted to DHCD by the Executive Director for their consideration. Board will be updated on their final determination in this regard.

Real Estate Matter:

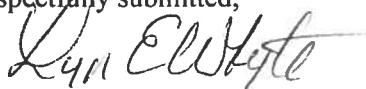
- No additional updates at this time.

Board Schedule

April 2016 BOARD MEETING; 04/04/2016 @ 5:30 pm

16-073 TO ADJOURN: 6:35 PM. Move Richard Second Lynn Vote 4-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director