

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, April 4, 2016

A regular business meeting of the Reading Housing Authority was held on Monday, April 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 5:36 P.M.** with the Chair, Timothy J. Kelley presiding. Those members present and forming a quorum were Richard Robbins, Kevin 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

16-074 VOTED: To accept for the record the Minutes of the Regular Business Meeting of March 7, 2016, as presented.

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

16-075 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6259-6291 Payroll Summary as presented for March, 2016. Section 8 Voucher Program; April 1, 2016 wire transfer in the amount of \$112,898.82 as presented.

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

16-076 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end February, 2016 of the current fiscal year.

DOS Rate Change **Move** Kevin **Second** Richard **Vote** 4-0

16-077 VOTED: To accept and approve the minimum base wage rates as presented by Comm. Of MA, DOS effective 04/01/16 for General Maintenance @ \$ 27.66 base rate and Maintenance Man II @ \$25.95 base rate.

HUD Annual Agency Plan Update **Move** Richard **Second** Lynn **Vote** 4-0

16-078 VOTED: To approve the RHA submission of Civil Right Certification as part of the RHA HUD Annual Agency Plan update to HUD as presented.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of March, 2016 was provided to Board.

Report of Programs:

- Vacancy Report- Mitch Hudzik, State Program Coordinator provided her monthly report. .
- Sec 8 Report- Report provided by Executive Director
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of February, 2016.

New Business:

- At this time, the Reading Housing Authority has not been notified of the status of our application to "Opt Out" of the Regional Capital Assistance Team (RCAT).
- The Reading Housing Authority was notified by MA Division of Occupational Safety of revised wage Rates for RHA maintenance personnel effective April 1, 2016. There was a 2.1% increase for Maintenance Man II position and a 2.3% increase for General Maintenance positions. A motion was Presented and approved for implementation of new rates.
- The Executive Director requested board vote to submit required documentation to HUD for our Section

8 Annual Plan. RHA is a defined "Qualified PHA" and must submit the *Civil Rights Certification* annually. Motion was presented and approved.

- The Executive Director presented overview of potential new capital fund projects to be submitted to DHCD as part of our annual Capital Improvement Plan. New plans include replacement of eleven electric multi unit water heaters, along with, replacement of forty exterior emergency exit doors and upper porch doors at our elderly 667-1&2 development known as Tannerville at an estimated cost of \$52,500. In addition, the plans to install a generator in our administration building in FY16, will be pushed out to another fiscal year so that RHA has the opportunity to re-evaluate our initial plans. Actual funding levels are not known at this time; however, plans will be entered into DHCD's Capital Planning System for future fiscal years funding consideration.

Real Estate Matter:

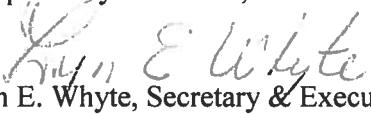
- Gazebo Circle: Notice of postponement of Unit 411 Foreclosure Sale. Rescheduled for a date in May. Further updates will be provided to the Board when received.

Board Schedule

May 2016 BOARD MEETING: 05/02/2016 @ 5:30 pm

16-079 TO ADJOURN: 6:07 PM. Move Kevin Second Richard Vote 4-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director