

# ***READING HOUSING AUTHORITY***

## **MINUTES OF THE REGULAR BOARD MEETING, May 2, 2016**

A regular business meeting of the Reading Housing Authority was held on Monday, May 2, 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, Diane Cohen, and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte.

**Minutes**      **Move** Diane      **Second** Lynn      **Vote** 5-0

**16-080 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of April 4, 2016, as presented.

**Finances**      **Move** Richard      **Second** Diane      **Vote** 5-0

**16-081 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6292-6329 Payroll Summary as presented for April, 2016. Section 8 Voucher Program; May 1, 2016 wire transfer in the amount of \$114,643.22 as presented.

**Finances**      **Move** Diane      **Second** Richard      **Vote** 5-0

**16-082 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end March, 2016 of the current fiscal year.

**FY 2015 & 2016 CIP**      **Move** Diane      **Second** Richard      **Vote** 5-0

**16-083 VOTED:** To authorize the Executive Director to close out all FISH Projects completed in the RHA FY2015 Capital Improvement Plan (CIP) as required by DHCD and submit the July 1, 2016 Capital Improvement Plan (CIP) as presented for ongoing approval by DHCD.

**Section 8 Administration Agreement**      **Move** Richard      **Second** Lynn      **Vote** 4-0

**16-084 VOTED:** To approve and authorize the Executive Director to enter into a continued *Section 8 Housing Voucher Program Administration Agreement* as presented.

**Certification of Compliance-Lead Paint Laws**      **Move** Richard      **Second** Lynn      **Vote** 5-0

**16-085 VOTED:** To certify RHA lead based paint compliance with federal and state laws and regulations for FYE June 2016

### **Personnel Matters:**

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

### **Report of Programs:**

- Vacancy Report- Emily Avelares, State Program Coordinator provided her monthly report. There was one vacancy in our elderly development that was leased in a timely fashion with local applicant from our wait list.
- Sec 8 Report- Report provided by Executive Director. Presently, the program is continuing to reflect an acceptable Net-Income as we move into our final quarter of the RHA fiscal year end. Our RHA fee accountant, along with the CHA staff are monitoring all financial requirements in order to be certain of funding levels being able to offset leased vouchers. All standard leasing requirements are being met at this time with RHA experiencing a 95% lease-up ratio.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of April, 2016 was presented for review with three outstanding work orders yet to be closed. Those requests came in late in month and are being addressed.

**New Business:**

- The RHA received notice from DHCD informing this agency that a waiver from participation in the Regional Capital Assistance Team (RCAT) had been granted for a period of three years and said waiver will expire on June 30, 2019.
- Executive Director requested approval of the RHA annual 2017 submittal of an updated Capital Improvement Plan (CIP) as presented. Four new projects in our 667 1&2 state elderly developments to replace all water heaters and replacement of side exterior and porch doors was included in this current plan. A motion was presented and approved.
- DHCD Public Housing Notice 2016-08 regarding upcoming Performance Management Review Preparation was shared with the RHA Board. The notice is part of the ongoing reforms relative to housing authorities. This particular notice contained information regarding the “tenant survey” which will be going out soon. The purpose of the survey is to be used as a tool to collect information regarding how tenants perceive their living environment.
- A current *Lead Paint Compliance Certification* form was presented to the Board for their approval. Updated certification may be necessary to submit along with our current CIP plan that was also discussed at this meeting. The Executive Director was still awaiting clarification from DHCD in regard to acceptable dates on previously submitted documentation. Purpose of this request was to prevent any potential delays in the submittal of our required updated plan. Motion was presented and approved.
- The status of the administration of the RHA Section 8 Program was the final agenda item for the evening. Before any discussion ensued, Diane Cohen recused herself and left the meeting. The members present for said discussion were Chair, Timothy Kelley, Richard Robbins, Kevin Mulvey and Lynn Hodgdon. The Executive Director asked the Board to extend the present RHA agreement with Chelsea Housing Authority for another year with an expiration date of September 1, 2017. The administration of our federal Section 8 Program by CHA has resulted in overall financial stability for this program along with continued positive feedback from many of our present voucher holders participating in our program. CHA staff continues to meet with many clients at the RHA offices and they make themselves available on a monthly basis. RHA staff will continue to maintain waitlists, monitor funding and leasing and work with CHA staff to reach all goals. A motion was presented and approved with only four members of the RHA Board present to vote.

**Real Estate Matter:**

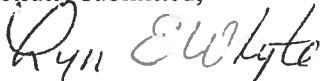
- Gazebo Circle: The RHA received notification of a further postponement on the foreclosure of an affordable unit at this location. At this time, the foreclosure auction has been moved to July, 2016. RHA legal counsel has been informed of this latest change. The RHA Board will continue to be updated to this situation as new information is received.

**Board Schedule**

**June 2016 BOARD MEETING; 06/06/2016 @ 5:30 pm**

**16-086 TO ADJOURN: 6:15 PM. Move Lynn Second Richard Vote 4-0**

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director