

# ***READING HOUSING AUTHORITY***

## **MINUTES OF THE REGULAR BOARD MEETING, June 6, 2016**

A regular business meeting of the Reading Housing Authority was held on Monday, June 6, 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 5:34 P.M.** with the Vice-Chair, Kevin Mulvey 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. Timothy J. Kelley absent.

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

**16-087 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of May 2, 2016, as presented.

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

**16-088 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6330-6378. Payroll Summary as presented for May, 2016. Section 8 Voucher Program; June 1, 2016 wire transfer in the amount of \$115,671.22 as presented.

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

**16-089 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end April, 2016 of the current fiscal year.

**Certification of Compliance-Wage Match**                      **Move Richard                      Second Diane                      Vote 4-0**

**16-090 VOTED:** To certify RHA use and compliance with Wage Match for State Program Tenants per Public Housing Notice 2016-09.

### **Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of May, 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 May, 2016.

### **New Business:**

- Correspondence from DHCD Public Housing Notice 2016-09 regarding administrative use of Wage Match online system for State Housing Program Tenants. RHA uses said program per guidelines issued by the Department of Housing and Community Development. All confidentiality and controls are in place to secure all information. Said notice was distributed to all Board Members and applicable staff for their review and understanding. Signed documentation in this regard will be forwarded to DHCD for files.
- Open Meeting Law training materials and updates was distributed to all Board members for their review and understanding. Executive Director, Lyn Whyte and Board Member, Diane Cohen attended training session presented by DHCD Legal Counsel, Lori McBride on May 4, 2016 regarding this topic. Updated manual available at RHA office location. Requirements regarding an open meeting were also reviewed by the Executive Director and the Reading Town Clerk to verify all compliance matters in this regard.
- Correspondence from DHCD notifying the RHA of a Formula Funding Award for FY 2019 in the

amount of \$70,947. Projects are in place to utilize these funds during the designated timeframe.

- Upon Board discussion, our board meeting for July 2016 has been cancelled due to lack of a quorum. If need be, a special meeting will be scheduled by the Executive Director if any matters of importance need immediate resolve. Otherwise, our annual meeting will take place in August, 2016

**Real Estate Matter:**

- Gazebo Circle: RHA received notice of postponement of Unit 411 Foreclosure Sale until July 2016. Further updates will be provided when received.
- Gazebo Circle: Update of tax status of prior purchase of an affordable unit at this location. Tax pilot on said unit is applied as of July 1, 2016 (FY 17 tax year) Any outstanding taxes for the period January thru June 2016 will be paid accordingly to the Town of Reading. RHA legal counsel also informed the RHA that title fees associated with the purchase of said unit in the amount of \$984 were waived upon filing and have been refunded to the RHA. Said refund has been received and deposited into appropriate housing account.

**Board Schedule**

**August 2016 BOARD MEETING; 08/01/2016 @ 5:30 pm**

**16-092 TO ADJOURN: 6:00 PM. Move Diane Second Lynn Vote 4-0**

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Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director

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