

READING HOUSING AUTHORITY

MINUTES OF THE ANNUAL BOARD MEETING, August 1, 2016

An Annual Business Meeting of the Reading Housing Authority was held on Monday, August 1, 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 5:30 P.M. with the Treasurer, Lynn Hodgdon presiding. Those members present and forming a quorum were Richard Robbins and Diane Cohen as well as the Secretary/Executive Director, Lyn Whyte. Timothy J. Kelley & Kevin Mulvey were absent.

Minutes **Move** Diane **Second** Richard **Vote** 3-0

17-001 VOTED: To accept for the record the Minutes of the Regular Business Meeting of June 6, 2016, as presented.

Finances **Move** Richard **Second** Diane **Vote** 3-0

17-002 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6379-6465 Payroll Summary as presented for June & July, 2016. Section 8 Voucher Program; July 1, 2016 wire transfer in the amount of \$114,322.27 and August 1, 2016 wire transfer in the amount of \$113,611.12 as presented.

Finances **Move** Diane **Second** Richard **Vote** 3-0

17-003 VOTED: To certify receipt of monthly operating statements for all RHA programs for the months end , May and June 2016 of the current fiscal year.

Sec 8 Utility Allowance Schedule **Move** Diane **Second** Richard **Vote** 3-0

17-004 VOTED: To approve the Section 8 program's *Summary Allowance for Tenant-Furnished Utilities and Other Services* as presented and prepared by Happy Software Inc. on behalf of the RHA and to become effective October 1, 2016.

Certification of Salary Schedules for FYE2016 **Move** Richard **Second** Diane **Vote** 3-0

17-005 VOTED: To certify the RHA submission of Schedule of Positions and Compensation for FYE June 2016 as presented in the budget and within current budget guidelines.

Certification of Compliance-Lead Paint Laws **Move** Richard **Second** Diane **Vote** 3-0

17-006 VOTED: To certify RHA lead based paint compliance with federal and state laws and regulations for FYE June 2016.

FYE2016 Financial Statements Certification **Move** Richard **Second** Diane **Vote** 3-0

17-007 VOTED: To certify the RHA submission of FYE June 2016 Financial Statements Certification for our 689-1 and 400-1 programs as presented.

ANNUAL REORGANIZATION: Chair requests Secretary to assume the Chairmanship for reorganization.

To nominate Chairman **Move** Diane **Second** Richard **Vote** 3-0

17-008 VOTED: To nominate Kevin F. Mulvey for position of Chairman.

To nominate Vice-Chair **Move** Richard **Second** Lynn **Vote** 3-0

17-009 VOTED: To nominate Diane L. Cohen for position of Vice-Chairman.

To nominate Treasurer Move Diane Second Lynn Vote 3-0

17-010 VOTED: To nominate Richard Robbins for position of Treasurer.

To nominate Asst. Treasurer Move Diane Second Richard Vote 3-0

17-011 VOTED: To nominate Madeline Hodgdon for position of Asst. Treasurer.

To elect officers for upcoming year Move Diane Second Richard Vote 3-0

17-012 VOTED: To elect the following slate of officers for the upcoming year:

Chairman – Kevin F. Mulvey

Vice- Chairman – Diane Cohen

Treasurer – Richard Robbins

Asst. Treasurer – Madeline Hodgdon

Member – Timothy J. Kelley

To return floor control to new Chair Move Richard Second Lynn Vote 3-0

17-013 VOTED: To have Secretary, Lyn Whyte, return floor control to newly elected Vice-Chair, Diane L. Cohen.

Emergency Replacement of HVAC System Move Diane Second Richard Vote 3-0

17-014 VOTED: To approve and authorize the Executive Director to sign the Contract between All Seasons Cooling & Heating, Wakefield, MA and the Reading Housing Authority in the amount of six thousand eight hundred fifty dollars (\$6,850) for the emergency replacement of a HVAC system for Unit 303 Sanborn Street.

Pet Waiver 667 Development Move Richard Second Diane Vote 3-0

17-015 VOTED: To approve and authorize the tenant at #37-2 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.

Contract Agreement Boiler at 43 Wilson Move Richard Second Diane Vote 3-0

17-016 VOTED: To approve the bid for boiler install and authorize the Executive Director to sign the Contract between J.F. Burns, LLC, Middleton, MA and the Reading Housing Authority in the amount of \$8,600.00 for the installation of new gas boiler and associated work per scope at RHA-Owned 3-BR unit located at 43 Wilson Street.

Contract Agreement WP #5001, Project No.246049 Move Diane Second Richard Vote 3-0

17-017 VOTED: To approve the low bid for fencing project and authorize the Executive Director to sign the Contract between Methuen Fence, Salem, NH and the Reading Housing Authority for Work Plan #5001, Project No. 246049 in the amount of \$19,350.00 for the installation of white vinyl solid fencing and associated work per advertised scope at our 667 1&2 state elderly development located on Frank D. Tanner Drive.

Contract Agreement WP #5001, Project No.246048 Move Richard Second Diane Vote 3-0

17-018 VOTED: To approve the low bid for interior painting and authorize the Executive Director to sign the Contract between Mystic Painting Co., Inc., Wakefield, MA and the Reading Housing Authority for Work Plan #5001, Project No. 246048 in the amount of \$10,000.00 for the interior painting and associated work per advertised scope at our 689-1 development located at 74 Bancroft Avenue.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of June & July, 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 June & July, 2016.

New Business:

- Request by Executive Director for approval of updated Section 8 Utility Allowance Schedule effective for October 1, 2016 as presented. Schedule was prepared by HUD approved vendor Happy Software. A motion was presented and approved.
- Executive Director presented fiscal year end 2016 annual certifications for approval and submittal to DHCD as required; Salary Schedules, Lead Paint Compliance, Financial Statements. Motions for each certification form were presented and approved.
- Executive Director requested approval of the emergency replacement of an HVAC system for RHA-Owned unit located at Sanborn. Emergency procurement procedures resulted in low-bid contract of \$6,850.00 from All Seasons Cooling & Heating, Wakefield, MA. Motion was presented and approved.
- Correspondence from DHCD regarding Commissioner Trainings was provided to all board members. RHA State Appointee/Board Member, Diane Cohen will represent the RHA at September 30th training Session and provide updates to all.
- An elderly resident's request for pet waiver for a cat was presented to the Board for their approval. The Executive Director confirmed that all required documentation was in place. A motion was presented and approved.
- Executive Director requested approval to enter into a service contract in the amount of \$8,600.00 to replace the boiler at 43 Wilson Street. RHA presently has a current three year service agreement with J.F. Burns, LLC for routine and emergency heating system and plumbing repairs. This contract work falls under that agreement. Motion was presented and approved.
- Correspondence from DHCD received for Formula Funding Capital Improvement Plan (CIP) Approval for our CIP17 project plans. RHA is moving forward with the interior painting of our 689-1 home, new fencing around all barrel areas at our elderly 667 1&2 development and the construction of a new maintenance garage located behind our office on Frank Tanner Drive. All projects are presently underway.
- Executive Director presented procurement documentation for approval to enter into contract for \$19,350 for installation of new fencing, per advertised scope, with low-bid contractor Methuen Fence, Salem, NH. Motion was presented and approved.
- Executive Director presented procurement documentation for approval to enter into contract for \$10,000 for interior painting of our 689-1 single family home, per advertised scope, with low-bid Contractor Mystic Painting Co., Inc, Wakefield, MA. Motion was presented and approved.

Real Estate Matter:

- Gazebo Circle: RHA received notice of postponement of Unit 411 Foreclosure Sale until July 2016. No further updates have been provided at this time.
 - Gazebo Circle: All prior taxes due on unit purchased in October 2015 have been paid. New PILOT status is effective July 1, 2016 for the 2017 fiscal year.
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Board Schedule

September 2016 BOARD MEETING; 09/12/2016 @ 5:30 pm

17-019 TO ADJOURN: 6:20 PM. Move Diane Second Richard Vote 3-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
