

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING, OCTOBER 2016

A regular business meeting of the Reading Housing Authority was held on Monday, October 3, 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 5:35 P.M.** with the Chair, Kevin F. Mulvey presiding. Those members present and forming a quorum were Timothy J. Kelley, Diane L. Cohen and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Richard Robbins was absent.

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

17-025 VOTED: To accept for the record the Minutes of the Regular Business Meeting of September 12, 2016, as presented.

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

17-026 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6532-6564 Payroll Summary as presented for August, 2016. Section 8 Voucher Program; October 1, 2016 wire transfer in the amount of \$108,488.99 as presented.

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

17-027 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, August 2016 of the current fiscal year.

Certificate of Final Completion; FISH #246048 **Move Tim** **Second Lynn** **Vote 4-0**

17-028 VOTED: To approve, sign and submit the *Certification of Final Completion* to DHCD in the amount of \$11,287.35 for costs associated with project number 246048; Interior painting of RHA 689-1 development property located at 74 Bancroft Avenue. Project costs to be reimbursed to RHA by DHCD through capital funding program.

Revocation of Pet Waiver 667 Development **Move Tim** **Second Lynn** **Vote 4-0**

17-029 VOTED: To approve and authorize the Executive Director to revoke the Pet Waiver for the tenant residing in Unit #37-2 as a result of violations with the rules for Pet Ownership promulgated by DHCD and the Reading Housing Authority Pet Policy.

Section 8 Payment Standards **Move Diane** **Second Tim** **Vote 4-0**

17-030 VOTED: To approve and adopt RHA Section 8 Payment Standards based on 100% of HUD's FY 2017 Massachusetts Fair Market Rent Summary as presented by Executive Director and to be effective 12-01-16.

AUP Audit Contract **Move Tim** **Second Lynn** **Vote 4-0**

17-031 VOTED: To authorize the Executive Director to enter into an agreement with Ross & Company of Nashua, NH, a prequalified/eligible independent accounting firm to perform a mandatory Agreed Upon Procedures (AUP) financial review as stated in DHCD Public Housing Notice 2014-26 in the amount of \$3,600 per notice of fixed fee by DHCD based on number of state units.

Appointment of Procurement Officer **Move Tim** **Second Lynn** **Vote 4-0**

17-032 VOTED: To approve the appointment of Executive Director, Lyn E. Whyte as the designated Chief Procurement Officer for the Reading Housing Authority.

Personnel Matters:

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

Report of Programs:

- Vacancy Report- Emily Lamacchia, State Housing Manager provided her monthly report. All elderly units are

filled and we had two vacancies in our family program over the summer months that have now been leased with local applicants as of September.

- Sec 8 Report- Report provided by Executive Director. The program remains in financial shortfall status due to lack of additional federal funding. At the present time, the RHA has 111 of its 125 vouchers leased and will not lease additional vouchers until such time that HUD funding is available to support the issuance of vouchers to full capacity. RHA is working closely with all parties to reach all of our housing goals.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of September, 2016.
- Forwarded approved August 2016 Board Meeting Minutes to Town Clerk 9/13/16.

New Business:

- The Executive Director requested Board approval to close out 689-1 Development FISH project #246048; interior painting of our colonial home located at 74 Bancroft Avenue in the amount of \$11,287.35 for the RHA fiscal year 2017 and submit all supporting documentation to DHCD for reimbursement of all costs associated with said project. Upon discussion and review of all documents, motion was presented and approved.
- Executive Director requested board approval to revoke a previously issued Pet Waiver to a senior resident due to multiple violations of our current Pet Policy. The issue has been addressed with the elder and all parties share a mutual understanding for the reasons supporting a revocation of prior waiver at this time. The tenant is welcome to reapply for a future pet waiver without prejudice. A motion was presented and approved.
- Executive Director requested that the Board approve adoption of updated RHA Payment Standards effective December 1, 2016 and at 100% of recently issued HUD Fair Market Rents (FMR's) for our area. Upon discussion, a motion was presented and approved.
- Executive Director requested approval to enter into a service contract with Ross & Company to perform our required Agreed Upon Procedures (AUP) audit for the fiscal year ending June 2016 at the DHCD predetermined fee based on agency unit size of \$3,600. The fee for this audit will be reimbursed to the RHA per current budget guidelines and noted as a requested exemption within our current budget when submitted.
- Per the Office of the Inspector General, the Reading Housing Authority must delegate a Chief Procurement Officer as a matter of record. Upon discussion, the Executive Director was appointed as such and a Notice of Appointment will be forwarded to the OIG's office as requested. A motion was presented and approved.

Real Estate Matter:

- Gazebo Circle: Notice of additional postponement of affordable Unit 411 Foreclosure Sale. No additional information available at this time.

Board Schedule

November 2016 BOARD MEETING; 11/07/2016 @ 5:30 pm

17-033 TO ADJOURN: 6:05 PM. Move Tim Second Lynn Vote 4-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
