

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

A regular business meeting of the Reading Housing Authority was held on Monday, November 7, 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 Chair, Kevin F. Mulvey presiding. Those members present and forming a quorum were Timothy J. Kelley, Richard Robbins, Diane L. Cohen and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Fee Accountant, Tom Fowler with Fenton, Ewald & Associates was present.

Minutes

Move Diane

Second Richard

Vote 5-0

17-034 VOTED: To accept for the record the Minutes of the Regular Business Meeting of October 3, 2016, as presented.

Finances

Move Tim

Second Richard

Vote 5-0

17-035 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6565-6615 Payroll Summary as presented for October, 2016. Section 8 Voucher Program; November 7, 2016 wire transfer in the amount of \$102,159.41 as presented.

Finances

Move Tim

Second Diane

Vote 5-0

17-036 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, September 2016 of the current fiscal year.

FY 2017 Budget Presentation - Our accountants, Fenton, Ewald & Associates, prepared the budget in accordance with DHCD budget guidelines. Tom Fowler made the presentation to the Board, noting that the Director would be inputting the numbers via the internet on a secured web site for DHCD.

FY 2017 4001 Budget

Move Diane

Second Tim

Vote 5-0

17-037 VOTED: To approve and sign the FY 2017 4001 Budget as presented.

FY 2017 689 Budget

Move Diane

Second Tim

Vote 5-0

17-038 VOTED: To approve and sign the FY 2017 689 Budget as presented.

Net Income Limits—State-aided Housing Programs **Move Diane** **Second Richard** **Vote 5-0**

17-039 VOTED: To approve the following income limits per DHCD correspondence by household size for determining admission to State-aided housing programs effective August 1, 2016:

| | | |
|--------------|-----------|----------|
| Boston Area: | 1 person | \$51,150 |
| | 2 persons | \$58,450 |
| | 3 persons | \$65,750 |
| | 4 persons | \$73,050 |
| | 5 persons | \$78,900 |
| | 6 persons | \$84,750 |
| | 7 persons | \$90,600 |
| | 8 persons | \$96,450 |

Certification of Revised Salary Schedule for FYE2016 **Move Richard** **Second Lynn** **Vote 5-0**

17-040 VOTED: To certify the RHA submission of a revised *Schedule of Positions and Compensation* for FYE June 2016 as requested by DHCD.

Personnel Matters:

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

Report of Programs:

- Vacancy Report- Emily Lamacchia, State Housing Manager provided her monthly report. All state programs are fully leased at this time.
- Sec 8 Report- Report provided by Executive Director. The Section 8 program is utilizing all of its HUD funding to lease only 105 vouchers of its 125 voucher allocation. At this time, the RHA continues to freeze the issuance of any additional vouchers until we are in a financial position to do so. The new HUD budget begins in January 2017 and the RHA will continue to monitor any upcoming changes and plan accordingly.
- Resident Service Coordinator- Current Tannerville Newsletter provided noting upcoming planned holiday events for our residents. .
- Monthly Work Order/Maintenance Report for month of October, 2016 indicated thirty seven requests by tenants for services. All but three matters have been addressed and completed.
- Forwarded approved September 2016 Board Meeting Minutes to Town Clerk 10/04/16.

New Business:

- Budgets for RHA fiscal year 2017 were presented to Board by Tom Fowler, Fee Accountant with Fenton, Ewald & Associates. Concerns regarding an anticipated reduction in rental income coupled with substantial increases in water rates pose a potential deficit in the state programs this year. Both these areas are beyond the control of the agency to change with social security benefits being adjusted by the federal government and MWRA water rates being increased and passed on to consumers. The RHA remains a retained revenue agency, however, all other expenses will be closely monitored in the current budget year in an effort to further reduce our anticipated loss as presented in our overall budget package. Upon completion of the budget presentation, a motion was made to approve said budget for the fiscal year ending June 2017. All required Budget Certification Forms were signed by all Board members for submittal to DHCD The Board thanked Mr. Fowler for his work in this regard and for taking the time to come before the Board.
- Correspondence from MassNahro pertaining to current and ongoing proposed changes within the housing industry was provided to the Board for their review. Board Member, Diane Cohen will be in attendance at an upcoming fall conference and will provide copies of any additional documentation, if available, to the Executive Director regarding these proposed changes and how it may affect the RHA in the future.
- Department of Housing and Community Development issued revised Income Limits to be used in determining admission to State-aided housing programs effective August 1, 2016. A motion was made and approved to accept the income limits as presented.
- DHCD requested that all LHA's complete a revised Certification of Salary and Compensation Form for FYE June 2016 reflecting an actual compensation package for the top five employees at each agency. The Executive Director prepared the new form with guidance and confirmation from our Fee Accountant, Fenton & Ewald for presentation to the Board for review and approval before submitting to DHCD as instructed. A motion was presented, approved and the form signed by all Board members.

Real Estate Matter:

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

Board Schedule

December 2016 BOARD MEETING; 12/05/2016 @ 5:30 pm

17-041 TO ADJOURN: 6:05 PM. Move Diane Second Richard Vote 5-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
