

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, December, 2016

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

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

17-042 VOTED: To accept for the record the Minutes of the Regular Business Meeting of November 7, 2016, as presented.

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

17-043 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6616-6653 Payroll Summary as presented for November, 2016. Section 8 Voucher Program; December 1, 2016 wire transfer in the amount of \$100,635.82 as presented.

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

17-044 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end , October 2016 of the current fiscal year.

Renewal Accounting Contract **Move** Richard **Second** Lynn **Vote** 4-0

17-045 VOTED: To approve and authorize Executive Director to sign one year contracts, July 1, 2016 through June 30, 2017 with the accounting firm of Fenton, Ewald & Associates per agreements and within current budget guidelines.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of November, 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 RHA continues to utilize all of its HUD funding to lease approximately 105 vouchers of its 125 voucher allocation. 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 for January 2017 has not been released so the RHA will continue to closely monitor the program and any upcoming changes and plan accordingly.
- Resident Service Coordinator- Current Tannerville Newsletter provided noting our upcoming holiday events planned for the residents.
- Monthly Work Order/Maintenance Report for month of November, 2016 indicated thirty four requests by tenants for services. As of Board meeting, all matters had been addressed.
- Forwarded approved October 2016 Board Meeting Minutes to Town Clerk 11/08/16.

New Business:

- Executive Director requested approval and authorization to sign a FY2017 contract with our fee

accountant, Fenton, Ewald & Associates reflecting a 2.5% increase per DHCD guidelines. A motion was presented and approved. Executive Director will execute contract and forward copy to DHCD.

- All FY2017 budgets have been approved by DHCD and will be fully implemented by RHA.
- Snowplowing for FY2017; the RHA has elected to perform all snowplowing duties in-house this year utilizing all of our own equipment and staff to perform required work. If need be, outside contractors may be utilized on an emergency basis for additional sanding or salting of areas.

Real Estate Matter:

- Gazebo Circle: No additional updates have been received at this time regarding the potential foreclosure of Unit 411. Postponement of said action remains in place.

Board Schedule

October 2016 BOARD MEETING; 10/03/2016, 08/01/2016 @ 5:30 pm

17-046 TO ADJOURN: 6:00 PM. Move Tim Second Richard Vote 4-0

Respectfully submitted,


Lyn E. Whyte, Secretary & Executive Director
