

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, JANUARY, 2017

A regular business meeting of the Reading Housing Authority was held on Monday, January 9, 2017 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 Richard Robbins, Timothy J. Kelley, Diane L. Cohen, and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte.

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

17-047 VOTED: To accept for the record the Minutes of the Regular Business Meeting of December 5, 2016, as presented.

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

17-048 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6654-6702 Payroll Summary as presented for December, 2016. Section 8 Voucher Program; January 1, 2017 wire transfer in the amount of \$101,863.82 as presented.

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

17-049 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, November 2016 of the current fiscal year.

FY 2017 CIP Revision **Move** Diane **Second** Richard **Vote** 5-0

17-050 VOTED: To authorize the Executive Director to submit a revision to the 2017 Capital Improvement Plan (CIP) to include 667 1&2 projects to replace the hallway flooring in our elderly buildings at Tannerville in the current fiscal year at anticipated cost of \$25,000.00 and to push out our garage project at an anticipated cost of \$\$74,175.00 until at least FY 2018 due to scheduling delays.

Personnel Matters:

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

Report of Programs:

- Vacancy Report- Emily LaMacchia, State Housing Manager provided her monthly report. All programs are fully leased at this time. The state waitlists are being purged in order to update all lists and begin preparations for eventual transfer to the new state centralized list.
- Sec 8 Report- Report provided by Executive Director. At this time, the Section 8 program is maintain financial stability, however, no new vouchers are being issued. We have been informed by HUD of funding through February 2017 that should support our present vouchers that are leased.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of December, 2016.
- Forwarded approved November 2016 Board Meeting Minutes to Town Clerk 12/06/16.

New Business:

- DHCD correspondence regarding the recent 705 family housing survey results was provided to the

Board for their review. Due to the small size of the RHA program, the statistics provided were reflective of an overall return of surveys throughout the Commonwealth and not necessarily a reflection of our tenant's opinion.

- MassNahro correspondence informing all HA's of the current status of new HA management items. Most of these items; HA performance reviews, management agreements, contract guidelines, AUP and potential regulatory changes, are all ongoing. Board will be updated as more details become available.
- Results of the RHA Agreed Upon Procedures (AUP) audit performed by John Ross, & Company, Nashua, NH for the FYE June 2016 was presented to the Board for their review. There were no exceptions noted in the final report. A copy of the final report, along with the invoice for said audit, has been forwarded to DHCD for their files and direct approval of direct reimbursement for the costs associated with this audit.
- The independent financial audit for the RHA's FYE June 2016 was also completed by John Ross & Company. The final report was presented to the Board for their review. No findings noted in this current Audit. Copies of said report have been forwarded to HUD, DHCD and the Office of the State Auditor as required.
- The Executive Director requested approval from the Board to modify the RHA's current FY17 annual Work Plan to push out the project to construct a garage at the 667 elderly development until 2018 due to expected scheduling delays and move the hallway flooring project for our elderly location into the current year for early completion. The revision will be submitted to DHCD. A motion was presented and approved.

Real Estate Matter:

- Gazebo Circle: No additional information available on potential foreclosure of a two bedroom affordable unit.
- Gazebo Circle: RHA was contacted by owner of a three bedroom affordable unit and requested information in regard to the resale of said unit. Owner is in process of attaining a current appraisal of unit and will notify HA upon completion.

Board Schedule

February 2017 BOARD MEETING; 02/06/2017 @ 5:30 pm

17-051 TO ADJOURN: 6:10 PM. Move Lynn Second Tim Vote 5-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
