

# ***READING HOUSING AUTHORITY***

## **MINUTES OF THE REGULAR BOARD MEETING, MARCH, 2017**

A regular business meeting of the Reading Housing Authority was held on Monday, March 6, 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 5:36 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** Lynne      **Vote** 5-0

**17-052 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of January 9, 2017, as presented.

**Finances**      **Move** Tim      **Second** Richard      **Vote** 5-0

**17-053 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6703-6783 Payroll Summary as presented for January & February 2017 combined. Section 8 Voucher Program; February 1, 2017 wire transfer in the amount of \$102,192.27 and March 1, 2017 wire transfer in the amount of \$107,380.14 as presented.

**Finances**      **Move** Richard      **Second** Tim      **Vote** 5-0

**17-054 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end, December 2016 and January 2017 of the current fiscal year.

**Renewal of 5 Yr 689 Lease& Mgt. Contract**      **Move** Diane      **Second** Tim      **Vote** 5-0

**17-055 VOTED:** To authorize Executive Director to enter into new five year lease and management contract beginning April 1, 2017 with MA DDS Northeast Residential Services for property located at 74 Bancroft Avenue, Reading, MA.

**Gazebo Circle Affordable Unit Parking Change**      **Move** Richard      **Second** Tim      **Vote** 5-0

**17-056 VOTED:** Authorized the Executive Director to inform the owner of a deed restricted affordable unit, identified as 203 Gazebo Circle, that the Reading Housing Authority consents to change in parking spaces assigned to said unit. In addition, the Executive Director is authorized to sign required documents prepared by RHA legal counsel, Mr. Brad Latham, to be recorded with said affordable unit at the Middlesex Registry of Deeds acknowledging that the newly assigned parking spaces are now subject to the Rider and the rights of RHA there under.

**Amended Contract Award Work Plan #5001**      **Move** Tim      **Second** Richard      **Vote** 5-0

**17-057 VOTED:** To approve and sign the Amended Contract, in the form submitted at this meeting, for State-Aided Public Capital Improvement Program between the Comm. of MA and the Reading Housing Authority for Work Plan #5001 in the net change amount of \$141,894.00; 1) Formula Funding award for FY 18 and FY 19 in the amended award amount of \$70,947 for each year as outlined in both RHA November 20, 2015 and May 2, 2016 formula funding award letters and authorize the Executive Director to submit all required documentation to DHCD for final approval.

### **Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of January and February 2017 was provided to Board.
- Emily LaMacchia on family leave as of 01/06/17. Return date expected on April 10, 2017.

### **Report of Programs:**

- Vacancy Report- Vacancy reports for January and February 2017 presented by E.D Lyn Whyte in Emily LaMacchia, State Housing Manager's absence. Elderly development had one vacancy effective January 1st and unit was leased again on January 12<sup>th</sup>. In addition, we had a family unit vacate on January 3<sup>rd</sup> and it was leased up as of February 1, 2017. All units, all programs fully leased at months end.
- Sec 8 Report- Report provided by Executive Director. RHA is maintaining an approximate 105 voucher leasing ratio each month. Finances for this program are being carefully monitored. At this time, HUD has not increased HAP (Housing Assistance Payments) monies so we are operating the program with CY16 funding estimates. In addition, RHA had a HUD Voucher Management System audit during the months of January and February. Results of said audit, per HUD staff person, Barbara Koehn, were positive with the audit being closed and no further action required on our part. The local Boston HUD office was informed of all results.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for months of January and February 2017.
- Forwarded approved December 2016 Board Meeting Minutes to Town Clerk 01/10/17.

### **New Business:**

- Executive Director requested approval from Board to renew the RHA Management Contract at our Bancroft property with the Department of Developmental Services for another five years. The contract will renew on April 1, 2017 through March 31, 2022. DHCD provides all LHA's with a standard contract for said renewals and once signed by all interested parties, said contract is forwarded to DHCD for final approval. A motion was presented and approved.
- The Annual Report to the Town of Reading for calendar year 2016 was prepared by the Executive Director and presented to the Board for their final review and approval before submitting to the Town. A motion was presented and approved.
- The Executive Director forwarded a request to DHCD to use in house maintenance staff to complete some upcoming state projects related to an approved budget of \$200 per unit per state program to upgrade lighting at our 689-1 home, install an access ramp at our 705-1 family development and to install needed horn strobes in seven elderly units and upgrade all smoke detectors in our elderly development as well. Materials have been ordered for the 667 1&2 project and will proceed with installation over the course of the next four to six weeks. The 689-1 and 667 project work can be done at this time. The 705-1 family project will begin once weather improves since it is an exterior job. All costs for this direct reimbursement budget project will be recorded in a manner similar to our FISH # modernization guidelines.
- The Executive Director submitted a request to DHCD to modify our 2017 CIP (modernization plan) to reflect moving the 667 garage project out to FY 18 and a 667 1 & 2 floor project into FY 2017. Delays in the garage project planning has delayed the original start date and that was the reason for the change. Correspondence was received from DHCD on January 17, 2017 approving our CIP Modification request. Board vote was not required by DHCD for this minor change to our timeline.
- A Request for Quotes for a "*contract for pick up of all trash*" at our elderly 667 development was made available to prospective vendors in January, 2017 per current procurement regulations. RHA is seeking a standard one year contract with an option to extend for an additional two years. Our present contract expires May 31, 2017. Upon review of all written quotes, a request to enter into a new contract will be presented at the April board meeting.
- RHA received notice from DHCD regarding the award of additional Formula Funding for both FY18 and FY19 in the amount of \$70,947 for each year. All required documentation was submitted to the Board for their final review. Chair executed required signatures upon a motion being presented and passed to approve said Amendment #3 to our Capital Improvement Work Plan 5001. All required documentation will be submitted to DHCD by the Executive Director for final execution.
- Correspondence from DHCD regarding suggested guidance on the use of Emergency Pull Cords/

Light Systems was provided to the Board for their review and comment. At this time, no additional actions will be taken by the RHA.

- DHCD Public Housing Notice 2017-05 regarding Local Housing Authority Mandatory Board Member Training was provided to all Board members by the Executive Director. Members had already been notified by DHCD by email. This training must be completed by June 30, 2017. At this time, three members of the RHA Board have completed this training. The Executive Director asked that members inform her upon completion of said training so that the information can be reflected by the office for purposes of verification.
- A procurement for written quotes for installation of hallway flooring at our elderly development has been published in the Central Register. This "under \$50,000" project has been assigned FISH#246051 and is part of our five year annual plan. Written quotes are due by March 9, 2017. Upon review of all quotes to determine the "lowest responsible and eligible bidder", recommendations by the Executive Director will be presented to the Board at our April meeting with a request to enter into a contract and issue a Notice to Proceed in order to complete this designated project before the end of our current fiscal year.
- Per HUD notification, the RHA audit of our Voucher Management System, has been closed. All required VMS corrections noted during the audit have been completed. The VMS review is considered closed and no further action will be required. All corrections were considered non-material per HUD reviewer Barbara Koehn

**Real Estate Matter:**

- Gazebo Circle: Unit 411 Foreclosure; At this time, there is a buyer of said foreclosed property, however, the title cannot be cleared due to the affordable deed rider attached to the property. The proposed buyer would like to purchase unit but is unclear as to what they can do. If purchased as an approved affordable unit, the deed rider would remain in place. If purchased at market, the difference between an established affordable price and market price should be forwarded to the RHA as part of sale and the RHA would then release the unit. The Board asked to check further with RHA legal counsel as to the status of potential purchase and request more information.
- Gazebo Circle: Affordable unit owner requested the RHA to approve a swap of affordable unit deeded parking spaces for a garage. RHA legal counsel, Brad Latham prepared a consent form that would be signed by affordable unit owner if Board approved transfer and then recorded at the Registry of Deeds with the exchange documents. A motion was presented and passed.
- Gazebo Circle: Resale of affordable unit #914. Present owner has notified the RHA of her intent to sell her unit. An current appraisal was provided to the RHA to determine an acceptable resale value. The appraisal reflects a \$359,000 value, with a 20 % discount applied; the result would be an affordable price of approximately \$288,000 for this three bedroom unit. Owner will be notified by letter of our established affordable value so that the process can continue. At this time, the RHA will contact potential first time buyers who have indicated an interest in purchasing this unit before initiating the RHA "right of first refusal" if said list is exhausted. Updates regarding this potential real estate transaction will be provided at our April meeting.

**Board Schedule**

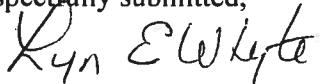
**APRIL, 2017 BOARD MEETING; 04/03/2017 @ 5:30 pm**

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**17-059 TO ADJOURN: 6:45 PM. Move Tim Second Diane Vote 5-0**

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Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director

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