

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, MAY, 2017

A regular business meeting of the Reading Housing Authority was held on Monday, May 8, 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 and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte and Board of Selectman Liaison, Andrew Friedman. Diane Cohen was absent.

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

17-067 VOTED: To accept for the record the Minutes of the Regular Business Meeting of April 3, 2017, as presented.

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

17-068 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6822-6870 Payroll Summary as presented for April 2017. Section 8 Voucher Program; May 1, 2017 wire transfer in the amount of \$101,758.72 as presented.

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

17-069 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, March 2017 of the current fiscal year.

Write-off Bad Debt **Move** Tim **Second** Richard **Vote** 4-0

17-070 VOTED: To authorize Executive Director to write off vacated account receivable as a collection loss totaling \$1,050.00 for 667 program and \$1,063.00 for 705 family program.

FY 2016 & 2017 CIP **Move** Richard **Second** Lynn **Vote** 4-0

17-071 VOTED: To authorize the Executive Director to close out all FISH Projects completed in the RHA FY2016 Capital Improvement Plan (CIP) as required by DHCD and submit the July 1, 2017 Capital Improvement Plan (CIP) as presented for ongoing approval by DHCD.

Certification of Compliance-Lead Paint Laws **Move** Richard **Second** Lynn **Vote** 4-0

17-072 VOTED: To certify RHA lead based paint compliance with federal and state laws and regulations for FYE June 2017

Section 8 Administration Agreement **Move** Tim **Second** Richard **Vote** 4-0

17-073 VOTED: To approve and authorize the Executive Director to enter into a continued *Section 8 Housing Voucher Program Administration Agreement* for a period of up to three years as presented.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of April, 2017 was provided to Board.

Report of Programs:

- Vacancy Report- Emily LaMacchia, Housing Manager provided April monthly vacancy report for all programs. At this time, we had one elderly vacancy in the month of April; however, all units in all programs were fully leased at months' end.
- Sec 8 Report- Report provided by Executive Director. CHA as administering agency for the RHA Section 8 program has 104 vouchers leased utilizing full capacity of funding. Future funding is limited to one to two months of advance notice only. At this time, we are looking at issuing 1-2 new vouchers prior to our fiscal year end with hope for additional funding to support full lease-up.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of April, 2017.

- Forwarded approved March 2017 Board Meeting Minutes to Town Clerk 04/04/17.

New Business:

- Executive Director requested the Board approve “*Write Off Bad Debt*” for our FYE June 2017 in the amount of \$1,050 for our 667 state elderly program and \$1063.00 left outstanding in our 705 state family program. All efforts have been made to seek reimbursement, however, collection appears unlikely. A motion was presented and approved.
- Executive Director requested approval to close out all modernization projects completed in RHA’s FY 2016 as required by DHCD and then submit the July 1, 2017 Capital Improvement Plan as presented for ongoing approval from DHCD. A motion was presented and approved.
- Executive Director requested all Board signatures and approval to submit *Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws* as required for RHA submission of our annual Capital Improvement Plan (CIP). Motion was presented and approved.
- Executive Director requested authorization to sign and enter into another *Section 8 Administration Agreement* with Chelsea HA for up to an additional three years beginning September 1, 2017. The inter-agency plan to work with another large housing authority to administer our Section 8 program has enabled the RHA to maintain this federal program and have it financially sustain itself. The RHA continues to meet the needs of all our participants through either the Chelsea or Reading offices and maintains a solid working relationship with the staff at CHA. A motion was presented and voted authorizing the Executive Director to enter into said new agreement as presented.
- Correspondence from DHCD was provided to the Board for their review;
 - 1) PHN 2017-10, Clarification on Emergency Pull-Cord system. Item previously discussed by Board.
 - 2) Notice to Board from DHCD regarding Formula Funding for FY 2020 in the amount of \$72,140.
 - 3) Notice of additional Board member training offered through the OIG office and available to present board members at no cost. Registration made available online.

Real Estate Matter:

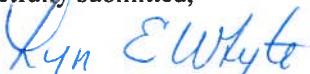
- Gazebo Circle: Unit 411 Foreclosure sale update. There is a potential buyer for said property; however, title is not yet clear. RHA legal counsel, Mr. Brad Latham, has asked for remediation for the RHA before relinquishing any rights to this affordable unit. As of May meeting, our legal counsel has no new updates to provide. No additional responses to correspondence forwarded on our behalf have been received. Any additional information will be provided to the Board as it become available.
- Gazebo Circle: Potential resale of an affordable 3-BR unit: Based on current appraisals, an affordable resale price of \$288,000 has been set for the resale of said unit. The prospective buyer resides in unit with her mother, the current owner, and ownership will be transferred. Financing is being secured and RHA will be notified of closing date so that the Deed Rider can be properly recorded. The unit will remain as an affordable unit upon resale.

Board Schedule

June, 2017 BOARD MEETING; 06/05/2017 @ 5:30 pm

17-074 TO ADJOURN: 6:30 PM. Move Tim Second Richard Vote 4-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
