

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, JUNE, 2017

A regular business meeting of the Reading Housing Authority was held on Monday, June 5, 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 5:30 P.M.** with the Chair, Kevin F. Mulvey presiding. Those members present and forming a quorum were Richard Robbins, Diane L. Cohen, Timothy J. Kelley and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte.

Minutes **Move** Diane **Second** Richard **Vote** 5-0

17-075 VOTED: To accept for the record the Minutes of the Regular Business Meeting of May 8, 2017, as presented.

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

17-076 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6871-6905 Payroll Summary as presented for May, 2017. Section 8 Voucher Program; June 1, 2017 wire transfer in the amount of \$99,620.72 as presented.

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

17-077 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, April 2017 of the current fiscal year.

Certificate of Final Completion; FISH #246051 **Move** Tim **Second** Richard **Vote** 5-0

17-078 VOTED: To approve, sign and submit the *Certification of Final Completion* and *Certificate of Compliance with Bidding Laws and Capital Plan* to DHCD in the amount of \$37,665.00 for costs associated with project number 246051; Removal of existing hallway flooring and installation of new VCT vinyl composite flooring in its place at RHA 667-1& 2 development property located on Frank D. Tanner Drive. Project costs to be reimbursed to RHA by DHCD through capital funding program.

Service Contract **Move** Richard **Second** Lynn **Vote** 5-0

17-079 VOTED: To approve and authorize the Executive Director to enter into a service agreement with D & V MainSail Associates as presented to begin an Executive Search process for a new Executive Director for the Reading Housing Authority.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of May, 2017 was provided to Board.
- Executive Director presented official notice of her impending retirement effective September 30, 2017. Upon discussion, the RHA Board will begin a search for a replacement by entering into an agreement with an outside firm specializing in an Executive Search specific to a housing authority. A motion was presented and approved.

Report of Programs:

- Vacancy Report- Emily LaMacchia, Housing Manager provided May monthly vacancy report for all programs. At this time, we had four elderly vacancies in the month of May; however, all units in all programs were fully leased at months' end. An aging population is overall reason for higher than normal turnovers. This trend may continue into the RHA FY2018.
- Sec 8 Report- Report provided by Executive Director. CHA as administering agency for the RHA Section 8 program has 102 vouchers leased and one voucher out looking, utilizing full capacity of funding. Future funding continues to be 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. Overall, the program remains financially solvent.

- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of May, 2017.
- Forwarded approved April, 2017 Board Meeting Minutes to Town Clerk on or about 05/09/17.

New Business:

- Executive Director requested board approval to close out modernization project FISH#246051 at an overall cost of \$37,665.00; Installation of new VCT flooring in our 667 Elderly Development. Certificate of Completion and Certificate of Compliance were presented for final review. A motion was presented and approved.
- Final copy of submitted DHCD CIP Plan for FY18 and beyond (5 Year Modernization Plan) was provided to the Board in a chart format for review of future plans for the RHA.
- Executive Director provided DHCD correspondence notifying the RHA of an Award of Formula Funding for FY2020 in the amount of \$72,140. Additional correspondence from DHCD indicates an expected full launch of a state centralized waitlist similar to our Section 8 waitlist process sometime in the Spring of 2018. It will be a slow rollout of that new waitlist process.

Real Estate Matter:

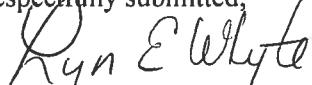
- Gazebo Circle: Unit 411 Foreclosure sale update. There is a potential buyer for said property; however, title is not yet clear. RHA legal counsel, Mr. Brad Latham, has asked for remediation for the RHA before relinquishing any rights to this affordable unit. As of June meeting, our legal counsel has 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 has been secured and RHA was notified of a closing date of June 12, 2017. All affordable documentation regarding the Deed Rider and subsequent Discount Certificate has been forwarded to the closing attorney and will be properly recorded. The unit will remain as an affordable unit upon resale.
- Questions regarding the RHA properties noted on the Town's Subsidized Housing Inventory will be looked at and discussed further before proceeding with any additional actions.

Board Schedule

July, 2017 BOARD MEETING; 07/10/2017 @ 5:30 pm

17-080 TO ADJOURN: 6:30 PM. Move Richard Second Lynn Vote 5-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
