

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, AUGUST, 2017

A regular business meeting of the Reading Housing Authority was held on Monday, August 7, 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, 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 Mulvey was absent.

Minutes Move Richard Second Lynn Vote 3-0

18-012 VOTED: To accept for the record the Minutes of the Annual Business Meeting of July 10, 2017, as presented.

Finances **Move** **Richard** **Second** **Lynn** **Vote** **3-0**

18-013 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6965-7006 Payroll Summary as presented for July, 2017. Section 8 Voucher Program; August 1, 2017 wire transfer in the amount of \$98,174.57 as presented.

Finances **Move** **Richard** **Second** **Lynn** **Vote** **3-0**

18-014 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, June 2017 of the current fiscal year.

Certification of Salary Schedules for FYE2017 **Move** Tim **Second** Lynn **Vote** 4-0

18-015 VOTED: To certify the RHA submission of Schedule of Positions and Compensation for FYE June 2017 as presented in the budget and within current budget guidelines.

<u>Certification of Compliance-Lead Paint Laws</u>	<u>Move</u>	<u>Richard</u>	<u>Second</u>	<u>Tim</u>	<u>Vote</u>	<u>4-0</u>
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18-016 VOTED: To certify RHA lead based paint compliance with federal and state laws and regulations for FYE June 2017.

FYE2017 Financial Statements Certification **Move Tim** **Second Richard** **Vote 4-0**

18-017 VOTED: To certify the RHA submission of FYE June 2017 Financial Statements Certification for our 689-1 and 400-1 programs as presented.

Disposal of Truck **Move Tim** **Second Richard** **Vote 4-0**

18-018 VOTED: To approve disposal of 2004 Jeep Liberty for \$2,200.00 and authorize Executive Director to complete necessary paperwork associated with that sale.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of July, 2017 was provided to Board.
- Executive Director Search: At this time, the firm of D&V/Mainsail has received a number of interested candidates for the position of Executive Director and had made their vetted recommendations to the Search Committee for consideration. In turn, the Search Committee took that information and shared it with the RHA board. Upon review, the Board has asked the present Executive Director to instruct D&V/Mainsail to set up final interviews with three acceptable candidates. At this time, those interviews will take place on August 10, 2017 at the offices of the housing authority.

Report of Programs:

- Vacancy Report- Emily LaMacchia, Housing Manager provided July monthly vacancy report for all programs. At this time, we had just one elderly vacancy in the month of July which was leased up mid month to a resident that was displaced as a result of the fire at Sanborn Street in early June. Overall, all units 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 99 vouchers leased and two vouchers out looking. In addition, CHA will be pulling from the current waitlist in order to fully utilize entire capacity of available funding. At this time we are looking at issuing up to 5-6 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 July, 2017.
- Forwarded approved June, 2017 Board Meeting Minutes to Town Clerk on or about 07/11/17.

New Business:

- Executive Director presented for review and approval all FYE June 2017 annual certifications; Salary Schedules, Lead Paint Compliance & Year End Financial Statements. A motion to certify each report was presented and voted. All required documentation will be submitted to DHCD electronically by submission deadlines.
- The Executive Director requested permission of the Board to dispose of the 2004 Jeep Liberty by using Sound Business Practices under c.30B, 15. Since the value of vehicle is worth under \$5000 based on estimates ranging from \$1500 to \$2200, said practice would apply. Upon discussion, a motion for disposal of the vehicle at a price of \$2200 was presented and approved.

Real Estate Matter:

- Gazebo Circle: Unit 411 Foreclosure sale update. No new information at this time. Any additional information will be provided to the Board as it become available.
- Sanborn Units: The RHA has lost four units located at 52 Sanborn Street due to a large fire on June 1, 2017. The process of filing insurance claims, determining structural damage and potential costs to rebuild continues. Unit owners did vote to proceed with the repair of said building with the hope that unit owners will be able to eventually return to their units. As an owner, we have continually been kept informed by the management company of this ongoing process and an additional meeting may be scheduled for mid to late September with additional construction and rehab updates. Overall, this remains an active process that may take years to finalize. The Board will be updated as more information becomes available to us.

Board Schedule

Aug, 2017 **SPECIAL BOARD MEETING:** 07/10/2017 @ 4:30pm
Sept, 2017 **BOARD MEETING:** 09/11/2017 @ 5:30pm

18-019 TO ADJOURN: 7:00 PM. Move Richard Second Tim Vote 4-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
