

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, January 8, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, January 8, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Diane Cohen, called the meeting to order at 5:30 p.m.

Members Present: Diane Cohen, Richard Robbins, Timothy Kelley, Madeline Hodgdon, Kevin Mulvey

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** Kevin Mulvey **Second** Madeline Hodgdon **Vote** 5-0

18-048 VOTED: To accept for the record the Minutes of the Regular Business Meeting of December 4, 2017, as presented.

Finances **Move** Timothy Kelley **Second** Kevin Mulvey **Vote** 5-0

18-049 VOTED: To approve and sign the checkroll/billroll for December 2017 for Accounts Payable Check numbers 7147 through 7189, as presented.

Finances **Move** Timothy Kelley **Second** Richard Robbins **Vote** 5-0

18-050 VOTED: To approve Payroll Summary as presented for December 2017 in the amount of **\$25,478.38**, as presented.

Finances **Move** Timothy Kelley **Second** Madeline Hodgdon **Vote** 5-0

18-051 VOTED: To approve Section 8 Voucher Program Wire transfer of funds for January 2018 in the amount of **\$109,245.73** as presented.

Finances **Move** Timothy Kelley **Second** Kevin Mulvey **Vote** 5-0

18-052 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, November 30, 2017 for the current fiscal year.

Director's Report/Program Updates:

Vacancy Report:

All Developments are 100% Leased Up through December 31, 2017.

667-2 Tannerville Unit 29-3, first floor, Gave Notice to Vacate 01/27/2018.

Section 8 Housing Choice Voucher Program Update:

January 2018: 100 Vouchers Leased; 5 Vouchers Ported Out; 5 Vouchers Looking.

Total HAP Paid \$104,540.20 + Fees to CHA Paid \$4,705.53 = \$109,245.73

We requested HUD release RHA Reserve Funds in the amount of \$4,100.00 to meet HAP payments for January 2018. (See attached Disbursement Schedule.) Per Tom Fowler, Fee Accountant, after the advance of \$4,100, our HUD Held Reserves will be \$150,102. We may conservatively consider leasing up another 12 units at approximately \$1000/month HAP for 12 months to attain close to 100% lease up rate of 125 Vouchers.

Maintenance Work Orders for December 2017:

Total Count: 32 Completed: 29 Incomplete: 03

#2102 – Possible pest infestation. Upon inspection pests identified as carpet beetles. Informed MVES of need to keep up with housekeeping to eliminate beetles.

#2103 – Reasonable Accommodation due to medical issues. RHA maintenance will schedule with tenant and perform work needed (cut out) to make tub accessible.

-Snow Removal Overtime Hours to date: Joe – 29 hours; Ed – 24.5 (include 01/04/18)

Monthly Reporting Requirements:

DHCD: Quarterly Vacancy Ledger Report submitted for 12/31/17
 LHA Board Attendance Submitted for 12/04/2017 Meeting

Town of Reading and RHA Website:

Board Agenda Posted for January 2018 Meeting
Board Approved Minutes posted for November 2017

Tannerville Holiday Luncheon:

The annual holiday luncheon was a huge success. Along with our residents, several employees of the Town of Reading attended including: Jean Delios, Assistant Town Manager; Mark Dwyer, RFD; Kristen O'Shaughnessy, RPD; Laurie Stanton, Regional Housing Services Coordinator; Julie Mercier, Community Development Director; Jane Burns, Elder and Human Services Administrator; Kevin Bohmiller, Veteran's Service Officer; Alyse Warren, RN; Kerry Valle, Case Manager; Laura Gemme, Town Clerk.

Our grateful thanks go out to Lyn Hodgdon for her invaluable assistance with room preparation and serving the day of the party!!!

New Business:

DHCD has approved the Contract of Employment between RHA and Julie M. Johnston, Executive Director.

RHA Property & Construction Project Updates:

-Old Reading Schoolhouse, 52 Sanborn Street. All owners of units were asked to review the statement of condition binder(s) for their unit(s). Director Johnston attended the meeting on 12/19/2017 and signed off on the binders for RHA units 103, 303, 304, 305. The binders contain post-fire pictures and inventory list of items that were originally included in each unit.

- Capital Improvement Project: Hot Water Tank Replacement Project for Tannerville was reviewed with RHA's Regional Capital Assistance Team (RCAT). *RHA had received the low bid from Home Depot for the purchase of ten (10), 80-gallon tanks in the amount of \$9,018.90 (\$901.90 per tank).* RHA Maintenance staff will do the installation after hours at their overtime rate. The total cost for installation will be invoiced to DHCD using Force Account Labor. RHA will be reimbursed total cost for overtime rate and hours worked.

-New Maintenance Garage Construction Project at Tannerville. Director Johnston reports meeting with architect/project designer, David King, AIA, on 12/11/17 to review project details. DHCD issued Schematic Design Approval on 12/18/17 and authorize RHA to proceed to 100% construction documents for DHCD review by 01/15/2018. The construction budget is \$89,175.00.

Other Business: Resident's daughter called RHA regarding RHA Parking Policy and recent snow storm. She alleges RHA told her mother she has her own reserved parking space due to her having a handicapped parking placard. Upon learning that reserved spaces are not reserved for individual residents and they are only reserved for any resident who has a placard, she stating this was unacceptable and felt that her mother's space should be reserved for her. Daughter also stated that she removed her mother's vehicle during the 01/05 snow storm and brought the vehicle to her home. Daughter stated her mother was very upset because her spot was piled up with snow and RHA told her she could park in the adjacent spot until they could remove the piled-up snow, but her mother did not want to do this. Daughter was also upset that the back entrance was not shoveled. RHA explained policy for snow removal for emergency vehicles and all residents received the recent reminder notice about RHA Snow Removal. RHA further explained that back entrances that were shoveled at other buildings were not done by RHA staff, they were done by residents in the buildings. RHA invited daughter to attend the Board Meeting to discuss the policy with the Members. Director and Maintenance staff assessed the area and have since cleared off as much of the piled snow as possible and shoveled the back entryway.

Board Schedule

BOARD MEETING: Next Board Meeting scheduled for Monday, February 5, 2018 at 5:30 p.m.

18-053 VOTED TO ADJOURN: 6:16 P.M. Move Richard Robbins Second Kevin Mulvey

Respectfully submitted,

Julie M. Johnston
Julie M. Johnston
Secretary/Executive Director