

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, March 19, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, March 19, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Diane Cohen, called the meeting to order at 5:37 p.m.

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

Members Absent: None

Others Present: Julie M. Johnston, Executive Director; Tom Fowler, CPA;
Laurie Stanton, Town of Reading Housing Coordinator

Minutes **Move** **Timothy Kelley** **Second** **Richard Robbins** **Vote** **3-0**

18-060 VOTED: To accept for the record the Minutes of the Regular Business Meeting of February 5, 2018, as presented.

Finances **Move** **Timothy Kelley** **Second** **Richard Robbins** **Vote** **3-0**

18-061 VOTED: To approve and sign the checkroll/billroll for February 2018 for Accounts Payable Check numbers **7230 through 7263**, as presented.

Finances **Move** **Timothy Kelley** **Second** **Richard Robbins** **Vote** **3-0**

18-062 VOTED: To approve Payroll Summary as presented for February 2018 in the amount of **\$15,942.99**, as presented.

Finances **Move** **Timothy Kelley** **Second** **Richard Robbins** **Vote** **3-0**

18-063 VOTED: To approve Section 8 Voucher Program Wire transfer of funds for March 2018 in the amount of **\$107,043.04**, as presented.

Finances **Move** **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-064 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end January 31, 2018 and February 28, 2018 for the current fiscal year.

Wage Match Reporting Certification **Move** **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-065 VOTED: To certify that Reading Housing Authority staff with access to confidential DOR information have complied with the requirements outlined in Public Housing Notice 2018-05.

New Maintenance Garage Construction Project 246050

Move **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-066 VOTED: To cancel construction plans to build a new maintenance garage at Tannerville, Project 246050, due to unanticipated budget increase to tie into storm drain as required by Reading Plumbing Inspector.

Dept. of Labor Standards Maintenance Rate Change

Move **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-067 VOTED: To accept and approve the minimum base wage rates as presented by the Department of Labor Standards effective April 1, 2018 for General Maintenance at a base rate of \$29.35 and Maintenance man II at a base rate of \$27.43.

Resignation from Board

Madeline J. Hodgdon, Assistant Treasurer, gave notice of her resignation from the RHA Board effective March 1, 2018. Ms. Hodgdon is relocating to New Hampshire and will be close to her family. In a letter to the Board of Selectmen, Chair Diane Cohen informed them of the vacancy and thanked Ms. Hodgdon for her service to

the RHA Board. Executive Director will send a notice to all residents at 667 and 705 informing them of the vacancy and if anyone is interested in serving on the RHA Board they may contact the Director for more information.

FY2018 Budget Presentation

Tom Fowler, CPA-Fee Accountant, presented the FY2018 Budget Version 4 (V4). Discussion took place about significant impacts affecting the budget with regard to Maintenance staffing, administrative staffing and the new DHCD Executive Director Salary Guidelines. Board members determined that further review of the budget in conjunction with future goals of the agency is warranted.

Action on 1004 Gazebo Circle

Laurie Stanton, Town of Reading Housing Coordinator, presented information regarding 1004 Gazebo Circle as it pertains to the owner's intention to sell, conditions of the Deed Rider, and restoring this unit to the Town's SHI. Treasurer, Timothy Kelley stated that in the past, the former Executive Director and the RHA Board tried several times to work with the Town on this issue but the Town never reached out to the RHA. Recently, comments were made indicating RHA was unwilling to assist the Town with maintaining its SHI. Ms. Stanton and the Town's contracted Housing Consultant are ready and willing to work collaboratively with RHA to keep this unit and others affordable. It was agreed that Ms. Stanton would contact DHCD for further clarification of the affordability components to this unit and present them to the RHA. RHA will contact Brad Latham, Esq. to review this matter on behalf of the RHA.

Director's Report/Program Updates:

Vacancy Report:

| Unit | Vacant | Maint. Ready | Leased | # Days Vacant |
|-------------|---------------|---------------------|---------------|----------------------|
| 29-3 | 01/27/18 | 02/20/18 | 02/23/2018 | 28 |
| 4-01 | 02/16/18 | 02/26/18 | | |
| 175 Main | 02/28/18 | | | |

Section 8 Housing Choice Voucher Program Update:

March 2018: 98 Vouchers Leased; 6 Vouchers Ported Out; 5 Vouchers Looking.
Total HAP Paid \$102,296.04 + Fees to CHA Paid \$4,782.00 – HAP Fraud Recovery (\$35.00) = **\$107,043.04**

Maintenance Work Orders for February 2018: Total 22; Completed 22. Overtime for Snow Removal total \$4,252.48.

Monthly Reporting Requirements:

DHCD: Board Attendance Submitted for 02/08/2018 Meeting

HUD: Voucher Management System Report

Town of Reading and RHA Website: Board Agenda Posted for March 2018 Meeting,
Board Approved Minutes posted for January 2018 Meeting

Tenant Accounts Receivable – New Reporting Requirements

DHCD has instituted another online reporting requirement to track tenants who owe rent. The report will track tenants who have entered into a repayment agreement with us; tenants with court ordered repayment agreements; and fraud recovery – tenants who unintentionally misrepresented income resulting in an underpayment to the RHA. This report will be used as an indicator for audits (Performance Management Review PMR and Agreed Upon Procedures AUP) both of which will be published on all housing authority websites for public viewing.

Wage Match Reporting Updates (Motion 18-067)

DHCD issued notice to all housing authorities regarding additional steps needed to improve security over Dept of Revenue (DOR) and personal information we collect. Emily and I have access to Wage Match Reporting. We have read and executed the required documentation and will maintain all files according to DHCD directives.

New Business:

-2017 Annual Town Report was submitted on 2/22/18. Report was prepared following 2016 format and updated to include recent personnel changes and Formula Funding updates, and audit results. Report was reviewed and signed by Chair, Diane Cohen.

- Collaboration with Town of Reading: RHA was notified that the Board of Selectmen were voting to approve the Housing Production Plan on 02/13/18 and have removed the statement, “despite efforts by the Planning staff to work with the Housing Authority, affordability period expired.” Executive Director attended the BOS meeting where the HPP was approved as presented.

- Artis Senior Living of Reading sent a check to RHA in the amount of \$35,000 to satisfy the Town’s affordable housing requirements in order to build their facility. RHA Board recalled that the payment may belong to the Town’s Affordable Housing Trust. Executive Director will look into prior documents and minutes to determine who is the rightful recipient of the donation.

-MassNAHRO Survey for Tenant Election Process: RHA Board collectively responded to the survey on its preferred options to designate the tenant seat on the Board. RHA survey results will be forwarded to MassNAHRO.

-MassNAHRO Annual Conference is May 20-23, 2018. Executive Director and Housing Manager will be attending. Board Members wishing to attend will contact Executive Director.

-Due to scheduling conflict, Executive Director asked to change May 7 meeting to May 14 and June 4 meeting to June 11. Members present will be able to attend the alternative meeting dates. Chair, Diane Cohen, said to inform Member Kevin Mulvey of changes.

RHA Property & Construction Project Updates:

-Tannerville Project, Hot Water Tank Replacement. RHA Maintenance staff has installed 5 tanks to date. RHA has received reimbursement for purchase of 10 tanks for \$9,843.20.

-New Maintenance Garage Construction Project at Tannerville. Total original project budget is \$80,625. The Town’s plumbing inspector will not allow us to install a drain to exterior crushed stone, he requires us to tie into the street drain. This will increase the project budget by \$35,000. The Designer and DHCD did everything they could to look at this project from many different angles, but to no avail. RHA proposes we cancel the project for now and consider looking over our capital projects to determine if we can complete a new project between now and 6/30/18. Executive Director will be meeting with RCAT on 3/21 and will review the situation going forward.

-Old Reading Schoolhouse, 52 Sanborn Street. Executive Director and Maintenance met with architect’s team on 2/22/18 to confirm replacement items in RHA’s 4 units. We selected items that would increase accessibility such as more accessible shower and levered faucet handles. The Association’s Annual Meeting is 03/08/2018 at 6:00 p.m. Executive Director is planning to attend.

Board Schedule

BOARD MEETING: Next Board Meeting scheduled for Monday, April 2, 2018 at 5:30 p.m.

18-068 VOTED TO ADJOURN: 7:48 P.M. Move Richard Robbins Second Timothy Kelley Vote 3-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director