

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING May 15, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, May 15, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Diane Cohen, called the meeting to order at 7:30 a.m.

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

Members Absent: None (State Tenant Representative – Vacant)

Others Present: Julie M. Johnston, Executive Director

Minutes Move Richard Robbins Second Kevin Mulvey Vote 4-0

18-080 VOTED: To accept for the record the Minutes of the Special Business Meeting of April 9, 2018, as presented.

Minutes Move Richard Robbins Second Kevin Mulvey Vote 4-0

18-081 VOTED: To accept for the record the Minutes of the Special Joint Business Meeting with Board of Selectmen of May 2, 2018, as presented.

Finances Move Timothy Kelley Second Richard Robbins Vote 4-0

18-082 VOTED: To approve and sign the checkroll/billroll for April 2018 for Accounts Payable Check numbers **7310 through 7346**, as presented.

Finances Move Richard Robbins Second Timothy Kelley Vote 4-0

18-083 VOTED: To approve Payroll Summary as presented for April 2018 in the amount of **\$16,624.01** as presented.

Finances Move Timothy Kelley Second Richard Robbins Vote 4-0

18-084 VOTED: To approve Section 8 Voucher Program Wire transfer of funds for May 2018 in the amount of **\$110,947.20** as presented.

Capital Improvement Plan Move Richard Robbins Second Kevin Mulvey Vote 4-0

18-085 VOTED: To approve the Capital Improvement Plan for Programs 4001, 705-1, 705-2, and 689-1 for Fiscal Years 2019 through 2023 as presented.

Shutter Replacement Project Move Richard Robbins Second Timothy Kelley Vote 4-0

18-086 VOTED: To award the Contract for the Shutter Replacement Project #246056 to Osgood Painting & Contracting of Marblehead, Massachusetts, in the amount of \$24,600.00 and to appoint Executive Director Julie Johnston as Contract Officer and Diane Cohen as alternate Contract Officer.

Fee Accountant Contract Renewal Move Kevin Mulvey Second Timothy Kelley Vote 4-0

18-087 VOTED: To enter into a Contract for Accounting Services with Fenton, Ewald & Associates, P.C. to render certain accounting services, advice and assistance in connection with the RHA's Section 8 Housing Choice Voucher Program, and RHA Owned Projects and Development in accordance with Compensation Terms as described in the Contract for Accounting Services dated April 23, 2018.

Fee Accountant Contract Renewal Move Timothy Kelley Second Kevin Mulvey Vote 4-0

18-088 VOTED: To enter into a Contract for Accounting Services with Fenton, Ewald & Associates, P.C. to render certain accounting services, advice and assistance in connection with the RHA's Section 8 Housing Choice Voucher Program, RHA Owned Projects and Development, and 4001 and 689-1 programs in accordance with Compensation Terms as described in the Contract for Accounting Services dated April 23, 2018.

Payroll Service Move Timothy Kelley Second Kevin Mulvey Vote 4-0

18-089 VOTED: To discontinue payroll services with Advantage Payroll/Paychex and enter a three-year Contract with Harper's Payroll Services in accordance with the monthly processing fees and rates as outlined in their proposal dated April 4, 2018.

FY2020-2021 Formula Funding Contract Amendment #4 for Work Plan #5001

Move Timothy Kelley Second Kevin Mulvey Vote 4-0

18-090 VOTED: To approve and sign the Formula Funding Contract Amendment #4 in the amount of \$149,287.00 to fund and extend the contract dates of service from June 30, 2019 to June 30, 2021.

Director's Report/Program Updates:

Vacancy Report:

| Unit | Vacant | Maint. Ready | Leased | # Days Vacant |
|-------------|---------------|---------------------|---------------|----------------------|
| 14-4 | 03/03/18 | 04/02/18 | 4/17/18 | 32 + 14 = 46 |
| 17-7 | 03/31/18 | 04/26/18 | | |
| 177 Main | 03/31/18 | 04/20/18 | 05/01/18 | 21 + 11 = 32 |

Section 8 Housing Choice Voucher Program Update:

May 2018: 100 Vouchers Leased; 6 Vouchers Ported Out; 3 Vouchers Looking.

Total HAP Paid \$105,346.90 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery (\$17.50) = **\$110,947.20**

To cover our anticipated April deficit, HUD disbursed \$9,000 from our HUD Held Reserves.

Maintenance Work Orders for April 2018: Total Count: 41 Completed: 38 Incomplete: 3

74 Bancroft (DDS Group Home) Lease Renewal:

Annual Meeting held on May 2, 2018 at 10:00 a.m. included: Inspection of Premises;

Review of Financial Statements; proposed budget increase from \$2841 to \$2850; capital improvements include: repair cement walkway/steps; remodel bathrooms.

Monthly Reporting Requirements:

DHCD: Board Attendance Submitted for April 2018 Meeting/Quarterly Vacancy Report Submitted/Quarterly Operating Statements Submitted

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

RHA Property & Construction Project Updates:

-Approval of Capital Improvement Plan. RHA Maintenance, E.D. and RCAT identified projects and devised a five-year plan to fit future formula funding awards. The resident meeting was held on 5/14/18 for review and input. The Board reviewed the resident suggestions and determined that they will be addressed as time and resources become available.

-Tannerville Project, Hot Water Tank Replacement has been closed out at a total development cost of \$14,512.77.

- Tannerville: Shutter Replacement Project contract was awarded to the lowest responsible bidder, Osgood Painting & Contracting of Marblehead, Massachusetts, in the amount of \$24,600.00. The Notice to Proceed is scheduled to be issued at today's pre-construction meeting, 5/15/18 at 9:30 a.m. with project completion no later than 6/30/2018.

Old Business:

-Vice Chair, Richard Robbins and Director Johnston met with three (3) candidates for the State Tenant Representative position on the RHA Board. The RHA will make a written recommendation to the Board of Selectmen.

-1004 Gazebo Circle: The Reading Housing Authority (RHA) has received an acceptable appraisal dated May 3, 2018 of the fair market value for the property located at 1004 Gazebo Circle, Reading, MA in the amount of \$370,000. In accordance with the Deed Rider currently in effect for this unit, the Reading Housing Authority is

required to respond in writing to the owner within thirty (30) days of its intentions. RHA failure to notify the owner within the time frame specified will allow the owner to convey the Property to any third party free of all restrictions. All payments received by the Owner which exceeds the Maximum Resale Price shall be directly paid to the Authority and the Authority shall issue a Compliance Certificate indicating the provisions set forth in the Deed Rider are henceforth null and void. The RHA will convey this information to the Board of Selectmen to determine their interest in utilizing Affordable Housing Trust Fund's to preserve the affordability component of this Property. RHA Board will be available to meet with the Board of Selectmen prior to 06/03/2018 if warranted.

New Business:

- Fee Accountants, Fenton, Ewald & Associates, P.C. presented a new contract for services indicating a 3.5% increase. RHA Board reviewed and approved the new contract for FY2018.
- At the suggestion of Tom Fowler, CPA/Fee Accountant, Director Johnston procured pricing from Harpers Payroll Services for payroll processing. Our current provider, Advantage Payroll/Paychex was contacted to provide more competitive rates. Upon comparison, Advantage Payroll/Paychex bi-weekly processing rate would be \$3,452.28 and Harpers Payroll Service bi-weekly processing rate would be \$1,401.76; a difference of \$2,050.52 annually. The Board voted unanimously to award the contract to Harpers Payroll Service.
- Summit Village Condominium Association Annual Meeting was attended by Director Johnston on 04/11/2018 at 6:30 p.m. Financial reports were reviewed and discussed as well as Maintenance Projects. Board of Trustees were elected to fill vacant positions.
- Old Reading Schoolhouse Condominium property update email dated 05/03/2018 was reviewed by the Board.
- FY2020-2021 Formula Funding Contract Amendment #4 was reviewed and approved by the Board.

Other Business:

- Kenneth Doucette, Community Affairs Division of the Middlesex Sheriff's Office gave a presentation to the residents of Tannerville about elder fraud schemes and scams on 05/14/2018. His presentation was well received by all in attendance. Director Johnston will send a letter of thanks and appreciation to Sheriff Koutoujian on behalf of the RHA.
- It has come to our attention that several visitors are parking in resident parking spots in violation of the parking policy. Director Johnston and Vice-Chair Robbins will be looking into legal issues regarding towing of illegally parked vehicles on the property as well as implementing a new parking policy to include towing. All residents will be invited to a special meeting to discuss issues surrounding parking at a date to be determined later.

Board Schedule

BOARD MEETING: Next Regular Board Meeting scheduled for Monday, June 11, 2018 at 5:30 p.m.

18-091 VOTED TO ADJOURN: 8:15 A.M. Move Timothy Kelley Second Kevin Mulvey Vote 4-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director