

**READING HOUSING AUTHORITY**

**MINUTES OF THE REGULAR BOARD MEETING June 11, 2018**

A regular business meeting of the Reading Housing Authority was held on Monday, June 11, 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, Kevin Mulvey

Members Absent: Timothy Kelley, (State Tenant Representative – Vacant)

Others Present: Julie M. Johnston, Executive Director

**Minutes**                      **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-092 VOTED:** To accept for the record the Minutes of the Meeting of May 15, 2018, as presented.

**Finances**                      **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-093 VOTED:** To approve and sign the checkroll/billroll for May 2018 for Accounts Payable Check numbers 7347 through 7378, as presented.

**Finances**                      **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-094 VOTED:** To approve Payroll Summary as presented for May 2018 in the amount of \$18,482.06 as presented.

**Finances**                      **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-095 VOTED:** To approve Section 8 Voucher Program Wire transfer of funds for June 2018 in the amount of \$115,648.07 as presented.

**Finances**                      **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-096 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end April 30, 2018 of the current fiscal year.

**FEMA/MEMA Reimbursement for snow storm Jan. 26-28, 2015**

**Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-097 VOTED:** To enter into a contract with the Commonwealth of Massachusetts Emergency Management Agency for the federal share of reimbursement under FEMA-4110-DR-MA in the amount of \$3,432.31, and to assign RHA Executive Director, Julie Johnston, as authorized signatory to sign contracts and other legally binding documents related to this contract.

**Artis Senior Living Payment Transfer**   **Move** Kevin Mulvey   **Second** Richard Robbins   **Vote** 3-0

**18-098 VOTED:** To approve transfer of funds received from Artis Senior Living in the amount of \$35,000 to the Town of Reading Affordable Housing Trust Fund.

**HUD Published FY 2018 Income Limits**   **Move** Richard Robbins   **Second** Kevin Mulvey   **Vote** 3-0

**18-099 VOTED:** To approve and adopt the HUD published fiscal year 2018 Income Limits by household size for determining admission to HUD Housing Choice Voucher Program effective April 1, 2018.

**Section 8 Payment Standards**   **Move** Richard Robbins                      **Second** Kevin Mulvey                      **Vote** 3-0

**18-100 VOTED:** To approve and adopt RHA Section 8 Payment Standards based on 100% of HUD's published fiscal year 2018 Massachusetts Fair Market Rent Documentation System effective November 1, 2017.

## **Director's Report/Program Updates:**

### **Vacancy Report:**

<b>Unit</b>	<b>Vacant</b>	<b>Maint. Ready</b>	<b>Leased</b>	<b># Days Vacant</b>
17-7	03/31/18	04/26/18	05/16/18	27+20 = 47
30-8	05/31/18			
37-2	05/31/18			

### **Section 8 Housing Choice Voucher Program Update:**

June 2018: 100 Vouchers Leased; 8 Vouchers Ported Out; 2 Vouchers Looking.

Total HAP Paid \$110,047.77 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery (\$17.50) = **\$115,648.07**

Tom Fowler and I are planning a conference call with our HUD Financial Manager to review our 2 Year

Forecasting spending and lease ups.

### **Maintenance Work Orders for May 2018:**

Total Count: 48      Completed: 39      Incomplete: 9

Contracted with Riley Landscaping to mow lawns at RHA properties. \$525/bi-weekly

**Annual Inspections** – Contracted with Assabet Valley Housing Inspections, Steve Sheldon/Owner to perform annual inspections at Tannerville (\$11/unit) and Family units (\$25/unit). Total = \$1,130

**Cook Outs** – Every Wednesday, July 11 to August 29<sup>th</sup> /End of Season Cook Out Sept 12<sup>th</sup>. RHA to set up grill at 11:30 a.m., and will provide grilled hamburgers & hot dogs, rolls, condiments and paper goods. Residents are welcome to provide accompanying side dishes. Board would like to continue this tradition at Tannerville.

### **Monthly Reporting Requirements:**

DHCD: Board Attendance Submitted for May 2018 Meeting, FY18 Budget Certifications and Budget Submitted, Report Submitted/Tenant Accounts Receivable (TARS)

Town of Reading and RHA Website: Board Agenda Posted for June 2018 Meeting, Board Approved Minutes posted for April 2018 Meeting, Reading Program Guideline filed with Town Clerk for units with Deed Rider Restrictions

### **RHA Property & Construction Project Updates:**

- Tannerville: Shutter Replacement Project work began on 06/04/2018 with the expectation the entire project will be completed this week. Many residents have commented positively about the new look and the courteousness of the contractors who performed the work.

- Tannerville: Tree Removal Work scheduled for June 13<sup>th</sup>.

### **Old Business:**

- RHA Board Vacancy: Kevin Mulvey announced he will not be seeking re-appointment to the RHA Board. Commissioners will recommend two candidates to the Select Board to fill the State Tenant Representative position and the Member position, Ms. Bea Perkins, Resident, and Mr. Charles Adams, Reading resident.

-1004 Gazebo Circle: Timothy Kelley and Director Johnston attended the Select Board meeting on 05/29/2018. Select Board determined that it would not be a wise use of Affordable Housing Trust Funds to preserve the affordability component of this one unit to include it on the Town's Subsidized Housing Inventory (SHI). The Select Board would like to discuss future plans for affordable housing and explore ways to leverage additional funds for the Trust. RHA Board agreed that the seller may move forward with the sale of the property and RHA will work together with seller's attorney to establish terms and conditions.

-Old Reading Schoolhouse Condo update provided in email dated 06/05/2018 was presented to the Board.

### **New Business:**

-FEMA/MEMA Application: RHA was notified that its application for reimbursement due to the snowstorm of January 26-28, 2015 which was declared a federal disaster, has been approved in the amount of \$3,432.31. All documents will be signed and forwarded to MEMA for reimbursement.

-Artis Senior Living of Reading: Town Counsel has notified RHA that the \$35,000 payment in lieu of units should be made payable to the Town Of Reading, Affordable Housing Trust Fund.

-Director Johnston reports that the MassNAHRO Annual Conference was a success. DHCD has begun plans to rollout the new Common Housing Application for Mass Public Housing (CHAMPS). Training and migration will go live for all LHA's in October 2018 and live to the public on January 1, 2019.

-Harpers Payroll Service – in order to transfer to Harpers Payroll Service, Chair Cohen and Vice-Chair Robbins signed documentation providing two required signatures for payroll and electronic funds transfers.

- Correspondence from Gazebo Circle Home Owner offering to sell garage to RHA. RHA Board considered the request to purchase the garage and have determined to pass on the offer.

**Other Business:**

-RHA Board reviewed and approved the HUD Income Limits and Payment Standards for adoption.

**Board Schedule**

**BOARD MEETING: Next Regular Board Meeting scheduled for Monday, July 9, 2018 at 5:30 p.m.**

**18-101 VOTED TO ADJOURN: 6:05 P.M. Move Kevin Mulvey Second Richard Robbins Vote 3-0**

Respectfully submitted,

*Julie M. Johnston*

Julie M. Johnston  
Secretary/Executive Director