

**READING HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR BOARD MEETING August 13, 2018**

A regular business meeting of the Reading Housing Authority was held on Monday, August 13, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Diane Cohen, Richard Robbins, Timothy Kelley, Beatrice Perkins

Members Absent: Charles Adams

Others Present: Julie M. Johnston, Executive Director

**Minutes**                      **Move Timothy Kelley   Second Diane Cohen   Vote   4-0**

**19-012 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of July 9, 2018, as presented.

**Finances**                      **Move Timothy Kelley   Second Beatrice Perkins                      Vote 4-0**

**19-013 VOTED:** To approve and sign the checkroll/billroll for July 2018 for Accounts Payable Checks numbered 7420 through 7459, as presented; Payroll Summary as presented for July 2018; Section 8 Voucher Program wire transfer for August 2018 in the amount of \$111,678.86 as presented.

**1004 Gazebo Circle Disposition**      **Move Diane Cohen   Second Timothy Kelley                      Vote 4-0**

**19-014 VOTED:** To approve the Affordable Housing Program Agreement between the Reading Housing Authority and Rita Graham, Owner of 1004 Gazebo Circle, dated August 6, 2018, as presented.

**Accounts Payable for July 2018:** (Ck# 7419 Voided check included in July 2018 AP file)

(Ck#7430) RHA was informed that Hiltz Waste Disposal is increasing their monthly rate for weekly service to Tannerville from \$740/month to \$1632/month. RHA contract with Hiltz expired on 05/31/2018. RHA will contact DPW to request assistance with waste disposal through town resources. In addition, RHA was approached by GovSpend, web-based access to solicit vendor pricing. GovSpend is offering the software for 2 users at \$2500 for 3 years (\$7500 over 3 years); or 2 users at \$3000 for 1-year agreement. Director Johnston is using GovSpend as demo to request quotes for waste disposal services.

Commissioners discussed the possible use of an agency credit card for miscellaneous purchases such as materials online, conference registrations, cookouts. An agency card would eliminate use of staff personal credit cards and reimbursement. Director will look into possible issuance of a debit card associated with Reading Co-Operative Bank.

(Ck#7452 & 7453) RHA was invited to participate in a joint venture with Acton HA, Lexington HA, Hudson HA and Concord HA to establish a Language Access Plan for each agency prepared by Manette Donovan, Esq. RHA's plan and preparation including translation of documents cost \$625.00 Plan expected to be presented to Commissioners at next regular board meeting.

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

**Vacancy Report:** All units are currently occupied with no vacancies.

<b>Unit</b>	<b>Vacant</b>	<b>Maint. Ready</b>	<b>Leased</b>	<b># Days Vacant</b>
08-6	06/30/18	07/20/2018	07/24/2018	26

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

**August 2018:** 103 Vouchers Leased; 6 Vouchers Ported Out; 2 Vouchers Looking. Total HAP Paid \$106,078.56 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery \$17.50 = **\$111,678.86**

RHA informed CHA to issue up to 105 vouchers only at this time to allow us to monitor and avoid being in shortfall.

**Maintenance Work Orders for July 2018:**

Total Count: 98      Completed: 79      Incomplete: 19

*By Priority: Annual Inspections =47; Urgent = 06; Routine= 40; Preventive: 01;Emergency: 04*

A new air conditioner compressor was installed at 501 Gazebo Circle. To date, the A/C is working fine with no need for additional costly repairs.

**Central Wait List for State-Aided Public Housing (CHAMP):** Attended CHAMP Training 07/16/2018; (Common Housing Application for Massachusetts Public-Housing) RHA Waiting List Data has been successfully migrated to the CHAMP online system. All future applications received will be entered into the CHAMP system.

**Personnel Changes:** Emily LaMacchia resigned Housing Manager position effective 08/03/2018. Position has been advertised. Two resumes were received. Interviews were held on 08/02/18 and 08/07/2018. Housing Manger Position was offered to and accepted by Susan McLaughlin of Billerica for a 24-hour work week at an hourly rate of \$22.52 commensurate with existing budget. Ms. McLaughlin was employed by the Chelmsford and Lexington Assessors Office between 2006 and 2016. Her three (3) references were checked and all positive, CORI was without incident. Ms. McLaughlin start date is 09/05/2018.

**Tannerville Cookouts:** All 4 in July have been well attended. Average 39 residents each week. RHA Cost to date: \$404

**Monthly Reporting Requirements:** HUD/DHCD/Town/RHA Website: Board Members Names/Positions for FY2019 Updated; DHCD: Board Attendance Submitted for July 2018 Meeting; Town of Reading and RHA Website: Board Agenda Posted for August 2018 Meeting; Board Approved Minutes posted for June 2018 Mtg.

**Old Business:**

-1004 Gazebo Circle: Vice-Chair, Tim Kelley, reports that the draft language was retrieved from RHA files and revised to reflect current negotiations. The owner provided an appraisal for \$370,000; however, she was able to find a buyer for \$375,000. Under the Deed Rider owner will get 80% of sale price, therefore, we set the price at \$375,000 instead of \$370,000 to benefit both parties. RHA agrees to pay 20% of the broker's commission from its share of \$3750. The total net share payable to RHA shall be \$71,250. The owner's attorney has indicated they will provide payment to RHA in the form of an IOLTA check in exchange for the Certificate of Compliance.

-Old Reading Schoolhouse Condominium Update per notice dated 08/01/2018 was reviewed. As stated in the notice, monthly condominium fees will be reinstated beginning 09/01/2018. The monthly fee shall be the same as it was prior to the fire. RHA currently pays \$257 for 4 units totaling \$1028/month.

**New Business:**

-Director Johnston and Member, Diane Cohen, have sent letters to Representative Moulton asking his support by joining the Congressional Public Housing Caucus whose goal is to educate Members of Congress and their staff of the latest policy developments in support of affordable housing.

**Board Schedule**

**NEXT BOARD MEETING:                      September 10, 2018 @ 5:30pm**

**19-015 VOTED TO ADJOURN:    6:38 P.M.      Move Timothy Kelley    Second Diane Cohen    Vote 4-0**

Respectfully submitted,

*Julie M. Johnston*

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Secretary/Executive Director