

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING October 1, 2018

A regular business meeting of the Reading Housing Authority was held on Monday, October 1, 2018 at the office of the Reading Housing Authority, Reading, MA. Chairman, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Charles Adams, Diane Cohen, Beatrice Perkins, Richard Robbins

Members Absent: Timothy Kelley

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** Diane Cohen **Second** Beatrice Perkins **Vote** 4-0

19-025 VOTED: To accept for the record the Minutes of the Regular Business Meeting of September 10, 2018, as presented.

Finances **Move** Charles Adams **Second** Beatrice Perkins **Vote** 4-0

19-026 VOTED: To approve and sign the checkroll/billroll for September 2018 for Accounts Payable Checks numbered 7500 through 7533, as presented; Payroll Register as presented for September 2018; Section 8 Voucher Program wire transfer for October 2018 in the amount of \$112,436.94 as presented.

Finances **Move** Beatrice Perkins **Second** Diane Cohen **Vote** 4-0

19-027 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month ending August 31, 2018.

Section 8 Payment Standards **Move** Diane Cohen **Second** Charles Adams **Vote** 4-0

19-028 VOTED: To approve and adopt Section 8 Payment Standards for Reading Housing Authority based on 100% of HUD's FY 2019 Massachusetts Fair Market Rent Summary for Boston, Cambridge, Quincy Metropolitan Areas effective December 1, 2018, as presented.

Director's Report/Program Updates

Vacancy Report: No vacancies. 100% Occupancy all developments.

Section 8 Housing Choice Voucher Program Update:

October 2018: 103 Vouchers Leased; 6 Vouchers Ported Out; 2 Vouchers Pending.

Total HAP Paid \$106,836.64 + Fees to CHA Paid \$5,617.80 – HAP Fraud Recovery \$17.50 = **\$112,436.94**

Maintenance Work Orders from 07/01/2018 to 09/30/2018:

Total Count: 174 **Completed:** 171 **Incomplete:** 3

Main/Summer – social media post, RHA already has plans to vinyl side and make repairs to building exterior.

Parker/Pleasant Street – Looking into who owns the dilapidated fence in backyard adjacent to Latham Office.

Drain Issue – After hours call, RHA unable to unclog, had to call Drain Away.

Landscaping continues at all properties by RHA Maintenance.

Joe and Julie working on the new DHCD Maintenance Plan Template for RHA.

Training/Meetings:

09/19/2018: NSHEDA meeting on RCAT (Regional Capital Assistance Team) attended by Julie and Joe. RCAT will be assisting with FY2019 Capital Projects.

09/20/2018: MassNAHRO Housing Committee attended by Julie and Diane.

Upcoming Training/Meetings:

10/17/2018: NSHEDA, Guest Speaker, Lori McBride DHCD Regional Attorney, Julie & Susan.

12/3 & 12/4: MassNAHRO fall Conference in Natick, Julie and Diane attending.

12/19/2018: MassNAHRO Rent Calculation in Peabody, Julie and Susan attending.

Condo Association Meetings:

10/16/18 – Summit Village/Gazebo Circle, 6:30 – 8:00 p.m., Julie attending.

10/23/18 – Old Reading Schoolhouse, 6:00 p.m., Julie attending.

Fall & Fire Safety/Mark Dwyer, RFD:

Tentatively scheduled for Wednesday, October 10th for residents of Tannerville

Staff Meetings:

Continue to meet on Wednesday mornings, when feasible.

Tannerville Cookout/Social Tea: Cookout on Wednesday, Sept. 12th at noon, well attended approximately 30 residents, Commissioner Bea Perkins, RHA staff, Mark Dwyer, RFD; Jane Burns, COA; Laurie Stanton, Housing Coordinator for Reading. Monthly Social Tea's to begin in October.

DHCD Budget Guidelines for FY 2019:

Guidelines were released on 09/27/2018 includes a 4% increase to the ANUEL (Allowable Non-Utility Expense Line Item).

Monthly Reporting Requirements: DHCD: Board Attendance Submitted for September 2018 Meeting.

Mandatory Data Reporting – PHA-Web corrected issue, RHA submitted; Tenant's Account Receivable (TAR) Reporting submitted for Quarter Ending 6/30/2018. Town of Reading and RHA Website: Board Agenda Posted for October 1, 2018 Meeting; Utility Allowance Schedule effective October 1, 2018; Board Approved Minutes posted for 08/13/2018 & 08/28/2018 Meetings.

Old Reading Schoolhouse Condominium: Commissioners received, and reviewed Property Update email dated 09/19/2018.

Trash Removal Service: JRM Hauling & Recycling submitted a Trash Removal Proposal on 09/28/2018 for weekly service for a price of \$1050 per month. JRM will also provide a 6yd container to be serviced on an as needed basis for a rate of \$90 per pick up. JRM can offer the same service on the municipal route, if the Town agrees, for a rate of \$850 per month in addition to mandated recycling service at a rate of \$100 per month. Estimated disposal costs would be \$250 per month for which RHA would be responsible. The Board would like to participate in the recycling program and Director Johnston will contact the Town regarding waiving RHA disposal fees as an incentive to recycle and keep costs down.

Approval of Section 8 Voucher Applicable Payment Standards FY 2019: RHA Board reviewed and adopted the HUD published Payment Standards as presented.

Board Schedule

NEXT BOARD MEETING: November 5, 2018 @ 5:30pm

19-029 VOTED TO ADJOURN: 6:27 P.M. Move Beatrice Perkins Second Charles Adams Vote 4-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director