

**READING HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR BOARD MEETING May 6, 2019**

A regular business meeting of the Reading Housing Authority was held on Monday, May 6, 2019 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: Richard Robbins, Timothy Kelley, Diane Cohen, Charles Adams

Members Absent: (State Tenant Representative Currently Vacant)

Others Present: Julie M. Johnston, Executive Director

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

**19-061 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of March 4, 2019, as presented.

**Finances**                      **Move** Diane Cohen                      **Second** Charles Adams                      **Vote** 4-0

**19-062 VOTED:** To approve the check-roll/bill-roll for March and April 2019 Accounts Payable Checks numbered 7728 through 7811, as presented.

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

**19-063 VOTED:** To approve the Payroll Register for March and April 2019, as presented.

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

**19-064 VOTED:** To approve the Section 8 Voucher Program wire transfer for April 2019 in the amount of \$108,067.53 and May 2019 in the amount of \$119,634.35, as presented.

**Finances**                      **Move** Diane Cohen                      **Second** Charles Adams                      **Vote** 4-0

**19-065 VOTED:** To certify receipt of FY19 monthly operating statements for all RHA programs for the months ending March 31, 2019.

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

**19-066 VOTED:** To approve and adopt Housing Choice Voucher Payment Standards for Reading Housing Authority based on 100% of revised FY2019 Fair Market Rents effective May 1, 2019, as presented.

**DHCD Corrected Income Limits – State-aided Housing Programs**

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

**19-067 VOTED:** To approve the following income limits per DHCD correspondence by household size for determining admission to State-aided housing programs effective March 1, 2019:

Boston Area:	1 person	\$ 56,800;	2 persons	\$ 64,900;	3 persons	\$ 73,000
	4 persons	\$ 81,100;	5 persons	\$ 87,600;	6 persons	\$ 94,100
	7 persons	\$100,600;	8 persons	\$107,100		

**Dept of Labor Standards Maintenance Wage Rates:**

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

**19-068 VOTED:** To approve the increase in maintenance salaries in accordance with Dept of Labor Standards effective April 1, 2019 through March 31, 2020, with Maintenance Supervisor/General Maintenance at a rate of \$30.18 plus \$1.50 for supervisory position per hour, and Maintenance Mechanic II at a rate of \$28.26 per hour.

**Contract Award:**                      **Move** Diane Cohen                      **Second** Timothy Kelley                      **Vote** 4-0

**19-069 VOTED:** To award the Contract for FISH Project #246062, Exterior Door Replacement and Entrance Repairs to Vareika Construction, Inc., of West Bridgewater, MA, in the amount of \$113,300.00, pending

DHCD approval and to appoint Executive Director Julie Johnston as Contract Officer and Chairman Richard Robbins as Alternate Contract Officer.

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

#### **Vacancy Report:**

Unit	Vacant	Maint. Ready	Leased	# Days Vacant
32-8	01/21/19	04/08/19	04/22/19	Waiver Approved
42 Waverly	01/17/19	02/25/2019	Appl Refused	Waiver Extension Approved
8-7	03/18/19	04/22/19	04/22/19	36
401 Gazebo	03/31/19			

**Section 8 Housing Choice Voucher Program Update:** May 2019: 99 Vouchers Leased; 5 Ported Out; 0 Vouchers Pending; Total HAP Paid \$114,016.55 + Admin Fees \$5617.80 = \$119,634.35. CHA working to issue more vouchers to increase our allocation to 125. Chelsea HA working with Boston HA regarding BHA claim of RHA HAP underpayment.

#### **Maintenance Work Orders from 07/01/2018 to 04/30/2019:**

Total Count: 593                      Completed: 584                      Incomplete: 9

Extended contract for mowing services with Riley Landscaping to mow all properties (except Pierce St Condo) \$7900 for season (starting first week of May).

Riley Landscaping to perform exterior rock wall repairs at Main Street property to prevent water overflow into unit for \$3900.00

#### **Extra Ordinary Maintenance Projects for Joe & Ed:**

1. Tannerville: Installing dusk to dawn lighting around entrance to laundry room and enhanced lighting at building 9. (Joe, approximate 5 hours overtime to complete)
2. Tannerville: Installation of roof above laundry door. (Joe/Ed, approximate 12 hours labor plus \$800 materials)
3. 41-43 Wilson St: Remove existing shed and replace with new shed (Eastern Shed Co. \$3017); Repair rear porch to prevent settling away from building (Home Depot material approximate \$1377).

**Tenant Issues:** Female resident's apartment was broken into while she was at work. Police arrested and charged her boyfriend. RHA offered to assist tenant with No Trespass order. Board members agreed that the RHA should pursue No Trespass orders against this individual as well as other individuals who we perceive may cause a threat to the health and safety of other residents on RHA property. Director Johnston will pursue issuing No Trespass orders on behalf of the RHA.

**Personnel:** Housing Mgr., Susan McLaughlin, will be on medical leave June 4<sup>th</sup> through August 4<sup>th</sup>. Will retain the part-time temporary services of Lila Bennett during Susan's absence to continue assisting with CHAMP process as well as assist ED with rent recertifications. Lila working Tuesdays 8:30 to 4:00 and Fridays 8:30 to 12:00. Consideration given to hiring p/t temp to assist with receptionist duties on Thursdays, 9:00 to 4:00.

#### **April Events:**

April- Weekly Tannerville Newsletters; 4/7 Sunday Brunch; 4/10 Alyse Warren RN – Monthly Blood Pressure Clinic; 4/11 Pre-Bid Walk Thru (Exterior Door Project); 4/16 Summit Village Condo Association Meeting 4/18 Tannerville Bunny Tea Social; 4/24 North Shore Executive Director Assoc. Mtg – CHAMP

#### **Reporting Requirements:**

**DHCD:** Quarterly Operating Statements for 03/31; Quarterly Tenant's Accounts Receivable 03/31; Quarterly Vacancy Ledger 03/31.

**Town of Reading and RHA Website:** Board Approved Minutes posted for February 2019 Meeting

**Revised FY19 FMR & PS for HCV and DHCD Correction to 2018 Income Limits:** Board acted to approve the revised increase to FY19 FMRs, as well as the correct a typographical error to the one-person income limit.

**Dept of Labor Maintenance Wage Rates:** Board acted to approve the April 2019 rates and the \$1.50 per hour stipend for Maintenance Supervisor position.

**FY2020 Capital Improvement Plan for Tannerville has been approved by DHCD.** RHA will be working

with RCAT to move forward on the approved projects.

**CIP/Exterior Door Replacement & Balcony Repair Project:** Board voted to award contract to Vareika Construction, Inc. DHCD is processing the low bid approval documents for contract signing.

**Summit Village Condominium at Gazebo Circle:** The Annual Meeting was held on 04/16/19. Ballots were cast for election of Trustees, but no quorum was reached at the meeting. Property management company will reach out to owners who did not attend meeting. According to Property Manager, Joe Grasso, the proposed amendment to stagger Trustee terms may pass, but the amendment to cap rentals will most likely fail to reach a majority.

**Old Reading Schoolhouse Condominium:** Annual Meeting is tonight for election of Trustees. In our absence, Robert C. Smith has been appointed to represent RHA by proxy.

**Board Vacancy:** The Appointing Committee has met and interviewed Marie Hanson for the position of State Tenant Representative. Ms. Hanson is anticipated to be appointed by end of May or beginning of June. In addition, Vice-Chair Timothy Kelley informed the Board that he has taken out papers to run for reappointment to the RHA Board when his current term expires 06/30/2019.

**Section 8 Management Assessment Program (SEMAP):** Director Johnston informed the Board Members that she will enter into a service agreement with Consultant, Yolanda Wadman, in the amount of \$1,000.00, to perform SEMAP for the RHA Section 8 HCV Program in accordance with HUD requirements.

**Delta Dental Coverage Changes:** Delta Dental informed us that we are currently enrolled in a dental plan that is offered to groups with a minimum of five subscribers, and we no longer meet that threshold. As a result, they are no longer able to offer RHA this plan. Director Johnston is working with Delta Dental on a new dental coverage option for July 1, 2019.

**Town of Reading Affordable Housing Trust Fund:** With the recent election changes to the Select Board, RHA will wait for the new Select Board Members to reach out to us regarding the AHTF.

**NEXT BOARD MEETING: June 3, 2019 @ 5:30pm; August 5, 2019 @ 5:30 pm**

**NOTE: NO MEETING IN JULY 2019**

**19-070 VOTED TO ADJOURN: 6:42 P.M. Move Timothy Kelley Second Diane Cohen Vote 4-0**

Respectfully submitted,

*Julie M. Johnston*

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Secretary/Executive Director