

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING September 9, 2019

A regular business meeting of the Reading Housing Authority was held on Monday, September 9, 2019 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: Richard Robbins, Timothy Kelley, Marie Hanson

Members Absent: Charles Adams, Diane Cohen

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-020 VOTED: To accept for the record the Minutes of the Regular Business Meeting of August 5, 2019, as presented.

Finances **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-021 VOTED: To approve the check-roll/bill-roll for August 2019 Accounts Payable Checks numbered 7929 through 7972, as presented.

Finances **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-022 VOTED: To approve the Payroll Register for August 2019, as presented.

Finances **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-023 VOTED: To approve the Section 8 Voucher Program wire transfer for September 2019 in the amount of \$120,843.90 as presented.

Contract for Pest Control Services **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-024 VOTED: To authorize Executive Director to enter into a three-year contract effective October 1, 2019 through September 30, 2022 with Bay State Pest Control of Wakefield, Massachusetts for general pest control services as outlined in their proposal dated August 27, 2019, as presented.

Contract for Auditing Services **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-025 VOTED: To authorize Executive Director to sign a one (1) year agreement for audit services with MARCUM Accountants of Boston, Massachusetts at a cost not to exceed \$3,150 for the DHCD Agreed Upon Procedures audit and \$10,000 for HUD's A-133 audit for the Section 8 Housing Choice Voucher program.

Section 8 Payment Standards **Move** **Timothy Kelley** **Second** **Marie Hanson** **Vote** **3-0**

20-026 VOTED: To approve and adopt Housing Choice Voucher Payment Standards for Reading Housing Authority based on 100% of Fiscal Year 2020 HUD published Fair Market Rents effective December 1, 2019, as presented.

Change Order No. 1 – Exterior Door Replacement & Balcony Repairs Project

Move **Marie Hanson** **Second** **Timothy Kelley** **Vote** **3-0**

20-027 VOTED: To approve Change Order #1 for FISH Project #246062, Exterior Door Replacement and Entrance Repairs project, in the amount of \$3,297.39, as presented and pending DHCD approval

Directors Report/Program Update -

Vacancy Report: Report presented to the Board. Currently RHA has only one vacancy at unit 17-5 Tannerville. Anticipate offering to Reading Resident with approved Local Preference and Priority.

Section 8 Housing Choice Voucher Program Update:

September: 101 Vouchers Leased. Boston HA due to absorb three (3) Reading Voucher holders. Chelsea HA will be screening additional applicants to increase our utilization.

Maintenance Work Orders from 07/01/2019 to 08/31/2019:

Total Count: 147 Completed: 142 Incomplete: 5

Director has been in contact with Reading Municipal Light Dept to repair light pole outside front office. Brian Smith from RMLD is following up with the vendor as it is a custom ordered light pole and keeping us updated.

Capital Improvement Plan Update: Exterior Door and Balcony Repair project should be at substantial completion by 09/10/19, punch list expected.

Thermostat Project – Received DHCD approval to use Work Force Labor (RHA Maintenance). Joe Costello, licensed electrician, will be performing work at overtime rate. Even at OT we anticipate a 50% savings on labor based on the current Prevailing Wage. We will begin to solicit pricing for materials, 350 in total. May utilize the statewide contract depending on pricing.

Tenant Issue: Water Damage Building 17 – Final Insurance Statement: Restoration and Tenant Relocation costs were covered by insurance after \$5,000 deductible in amount of \$14,602. RHA was responsible for costs not covered by insurance including \$4,900 for asbestos abatement and \$100 tenant loss of food from unplugged refrigerator.

General discussion took place regarding tenant caused damages and procedures for recouping financial loss from intentional and/or accidental damage resulting from tenant action or failure to act. Further discussion to take place when Diane Cohen is present to determine what course of action Chelsea Housing Authority takes under these circumstances.

Personnel Issues: Susan McLaughlin, Housing Mgr. returned to work on 8/20/2019. Enlisted volunteer work from Jennifer Pappazisis to help in front office/reception area on Thursdays & Fridays. Director disclosed that Jennifer is her daughter who is strictly volunteering, that there is no monetary compensation given to Jennifer. The Massachusetts Paid Family and Medical Leave payroll deductions will not be implemented pending determination of municipal exemption for housing authorities.

Events: A list of events, meetings, conferences for August 2019 was presented.

Reporting Requirements: A list of reporting submittals for HUD, DHCD, Town, and RHA Website was presented.

RHA Website Changes: David Eastman, RHA Website Administrator, is phasing out of Website Hosting and Maintenance by 12/31/2019. RHA moving website administration to Scott Hoff, colleague of David Eastman, to provide same services as well as assist with the transition before year end.

Correspondence: Board reviewed email dated 08/27/19 from Steve Mitrano asking RHA to reconsider selling RHA Owned property at Main St and Summer Ave. Board indicates they do not wish to sell either property and if they did, the property would be sold following state and local procurement guidelines. Director will inform Mr. Mitrano accordingly.

Contract for Pest Control Services: Board reviewed and voted.

Contract for Auditing Services: Board reviewed and voted.

Old Reading Schoolhouse Condominium: Discussion took place regarding the loss assessment and current financial position of the RHA Owned portfolio. Board members agreed that the full amount of the assessment could be paid from checking and money market accounts, thus avoiding interest payments. If there was an emergency situation and a shortage of RHA Owned funds, a mortgage could be taken out on an existing property, relatively easily. More discussion to follow at next meeting.

Meeting Day/Time Change for RHA Board: Discussion took place about changing the current meeting day and time. More discussion to follow at next meeting.

Section 8 Payment Standards Board reviewed and voted.

Change Order No. 1 – Exterior Door Replacement & Balcony Repairs Project: Board reviewed and voted.

UPCOMING BOARD MEETINGS: October 7, 2019; November 4, 2019; December 2, 2019

20-028 VOTED TO ADJOURN: 6:47 P.M. Move Timothy Kelley Second Marie Hanson Vote 3-0

Respectfully submitted,

Julie M. Johnston

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Secretary/Executive Director