

**READING HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR BOARD MEETING May 11, 2020**

A regular business meeting of the Reading Housing Authority was held on Monday, May 11, 2020. In accordance with Governor Baker's 3/12/2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §18, and the Governor's 3/23/2020 Revised Guidance Order Prohibiting Assemblage of More than Ten People, this meeting of the Reading Housing Authority was conducted via remote participation to the greatest extent possible. In person attendance by members of the public is prohibited, and all efforts will be made to permit public attendance of this meeting via remote access by telephone (conference call-in). Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Marie Hanson, Diane Cohen

Members Absent: Charles Adams

Others Present: Julie M. Johnston, Executive Director

**Minutes**                      **Move** Diane Cohen                      **Second** Marie Hanson                      **Vote** 4-0

**20-081 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of March 2, 2020, as presented.

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

**20-082 VOTED:** To approve the check-roll/bill-roll for March and April 2020 Accounts Payable Checks numbered 8144, and 8177 through 8236, as presented.

**Finances**                      **Move** Timothy Kelley                      **Second** Marie Hanson                      **Vote** 4-0

**20-083 VOTED:** To approve the Payroll Register for March and April 2020, as presented.

**Finances**                      **Move** Marie Hanson                      **Second** Timothy Kelley                      **Vote** 4-0

**20-084 VOTED:** To approve the Section 8 Voucher Program wire transfer for April in the amount of \$137,588.46 and May in the amount of \$150,592.46, as presented.

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

**20-085 VOTED:** To certify receipt of FY20 monthly operating statements for all RHA programs for the nine months ending March 31, 2020.

**HUD Published FY 2020 Income Limits**                      **Move** Timothy Kelley                      **Second** Diane Cohen                      **Vote** 4-0

**20-086 VOTED:** To approve and adopt the HUD published fiscal year 2020 Income Limits by household size for determining admission to HUD Housing Choice Voucher Program effective April 1, 2020, as presented.

**Dept of Labor Standards Maintenance Wage Rates:**                      **Move** Marie Hanson                      **Second** Timothy Kelley                      **Vote** 4-0

**20--087 VOTED:** To approve the increase in maintenance salaries in accordance with Dept of Labor Standards effective April 1, 2020 through March 31, 2021, with Maintenance Supervisor/General Maintenance at a rate of \$30.68 plus \$1.50 for supervisory position per hour, and Maintenance Man II at a rate of \$28.64 per hour.

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

**20-088 VOTED:** To award the Contract for FISH Project #246068, Paving at 667-1&2, to Monarch Pavement of Burlington, MA in the amount of \$7,200.00, appointing Executive Director Julie Johnston as Contract Officer and Chairman Richard Robbins as Alternate Contract Officer.

**Designer Services for Cost Estimates at Main and Summer Ave:**

**Move Diane Cohen**

**Second Timothy Kelley**

**Vote 4-0**

**20-089 VOTED:** To procure designer services to develop an accurate cost estimate for siding replacement versus patching and painting of existing shingles for RHA Owned buildings at Main Street and Summer Avenue in accordance with the Scope of Services, as presented.

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

**20-090 VOTED:** To enter into a Memorandum of Agreement for At-Will Employment of Executive Director between the Reading Housing Authority and Julie M. Johnston as presented and pending DHCD approval.

**\*Section 8 Administration Agreement**

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

**20-091 VOTED:** To approve and authorize the Executive Director to enter into a continued Section 8 Housing Voucher Program Administration Agreement with Chelsea Housing Authority effective September 1, 2020, as presented.

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

**COVID-19 UPDATE:** Director attended Reading Board of Health open session meeting via remote participation on 4/13/20. Since then, RHA has established a helpful line of communication on local health matters as it relates to the safe operation of the RHA and its residents. Director attends weekly conference calls with DHCD and HUD relative to regulation changes as they occur and provided Board with update on program changes due to COVID-19. RHA receives support from the community with volunteers providing grocery shopping assistance to residents. The Reading Women's League has donated \$500 to the RHA to support resident activities that would otherwise be unfunded due to COVID-19 expenses. RFD has provided 100 face masks. COVID-19 Cases: Tannerville, 2 confirmed, 1 death; Bancroft Group Home, 1 confirmed. RHA Office and Community Room remain closed to public. Staff following CDC guidelines at work, disinfecting common areas of all buildings at Tannerville daily, and only addressing emergency work orders.

**Vacancy Report:** Two (2) vacancies at Tannerville; 3 units at ORSH.

**Section 8 Housing Choice Voucher Program Update:** May 2020 - 105 Total Vouchers. HUD Rep, Valarie Turner onsite 3/11/20 for 3-year visit. Quick review shows no program issues.

**Maintenance Work Orders from 07/01/2019 to 04/30/2020:** Total Count 690, 684 Completed, 6 Incomplete. Total Count: 690; Completed: 684, Incomplete: 6. Community Bathroom Renovation completed. Laundry Room Renovation 05/19-21.

**74 Bancroft Street (689) Lease Renewal and rent increase** eff. 04/01/2020, \$2930 to \$2976

**Annual Audit FYE19:** Included in Board Packet. Report on Agreed Upon Procedures & Financial Statements.

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

\*The status of the administration of the RHA Section 8 Program was the final agenda item for the meeting. Before any discussion ensued, Diane Cohen recused herself and left the meeting. The remaining members present for said discussion were Chair, Richard Robbins; Timothy Kelley and Marie Hanson. Motion 20-091 was presented and approved with only three (3) members of the RHA Board present to vote.

**NEXT BOARD MEETING: June 1, 2020; July 6, 2020; August 3, 2020**

**20-092 VOTED TO ADJOURN: 6:36 P.M. Move Timothy Kelley Second Marie Hanson Vote 3-0**

Respectfully submitted,

*Julie M. Johnston*

Julie M. Johnston

Secretary/Executive Director