

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING June 1, 2020

A regular business meeting of the Reading Housing Authority was held on Monday, June 1, 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, Diane Cohen, Charlie Adams, Marie Hanson arrived at 5:50 p.m.

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

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

20-093 VOTED: To accept for the record the Minutes of the Regular Business Meeting of May 11, 2020, as presented.

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

20-094 VOTED: To approve the check-roll/bill-roll for May 2020 Accounts Payable Checks numbered 8237 through 8276, as presented.

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

20-095 VOTED: To approve the Payroll Register for May 2020, as presented.

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

20-096 VOTED: To approve the Section 8 Voucher Program wire transfer for June 2020 in the amount of \$143,015.46, as presented.

Finances **Move** **Timothy Kelley** **Second** **Charlie Adams** **Vote** **5-0**

20-097 VOTED: To certify receipt of FY20 monthly operating statements for all RHA programs for the ten months ending April 30, 2020.

Director's Report/Program Updates:

COVID-19 UPDATE: Daniel Markman of Reading Board of Health Dept. planned inspection at Tannerville on 06/03/2020 at 10:30 a.m. As of 05/27/2020, no known COVID-19 positive cases at RHA.

Vacancy Report: Two (2) vacancies at Tannerville; 3 vacancies at Old Reading Schoolhouse Condos.

Section 8 Housing Choice Voucher Program Update: June 2020 – 105 Vouchers. Chelsea HA informed RHA of temporary implementation of waivers effective 5/1/2020 resulting from HUD notice published 04/10/2020 in response to COVID-19. CHA sent waiver notification to RHA Section 8 Voucher participants and landlords.

Maintenance Work Orders from 07/01/2019 to 05/27/2020: Total Count 741, 727 Completed, 14 Incomplete. Eight emergency work orders generated in May 2020, all complete.

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

RHA Owned-Main/Summer Building Exterior Project: Board reviewed Scope Assessment dated 05/20/2020 from Andrew Brockway, AIA, regarding existing conditions and options. We are waiting receipt of estimate from Fox Painting Company of Arlington to determine best option to either scrape and repaint or vinyl siding.

When the project is ready to move forward, we will determine what procurement guidelines to follow as this property is owned by the RHA.

DHCD Guidelines for Executive Director Hire: Board reviewed DHCD guidelines and instructed Director Johnston to send draft advertisement to DHCD for review as well as solicit quotes from consulting firms specializing in DHCD process for hiring a new Executive Director.

Old Reading Schoolhouse Condominium Assessment #2: Board reviewed email dated 05/29/2020 informing RHA that on 05/26/2020 the Board of Trustees unanimously voted to approve a second assessment in the amount of \$2,950,000.00. The assessment is a result of Phase Two of the Rebuild Project that exceeded the original budget amount by \$3,235,981.00. RHA share of ownership is 1.44% resulting in a fee of \$42,480.00 per four (4) units totaling \$169,920.00. RHA has previously paid the first assessment in full in the amount of \$190,020.00. Board instructed Director Johnston to discuss Line of Credit options with Reading Cooperative Bank. RHA does not have an outstanding mortgage on its properties at Old Reading Schoolhouse.

NEXT BOARD MEETING: July 6, 2020; August 3, 2020

20-098 VOTED TO ADJOURN: 6:33 P.M. Move Diane Cohen Second Timothy Kelley Vote 5-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director