

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING July 6, 2020**

A regular business meeting of the Reading Housing Authority was held on Monday, July 6, 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

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

**ANNUAL REORGANIZATION:** Chair requests Secretary, Julie Johnston, to assume the Chairmanship for reorganization.

**To nominate Chairman**    **Move** **Marie Hanson**    **Second** **Diane Cohen**    **Vote** **5-0**

**21-001 VOTED:** To nominate Richard Robbins for position of Chairman.

**To nominate Vice-Chair**    **Move** **Diane Cohen**    **Second** **Charles Adams**    **Vote** **5-0**

**21-002 VOTED:** To nominate Timothy Kelley for position of Vice-Chairman.

**To nominate Treasurer**    **Move** **Timothy Kelley**    **Second** **Diane Cohen**    **Vote** **5-0**

**21-003 VOTED:** To nominate Marie Hanson for position of Treasurer.

**To nominate Asst. Treasurer**    **Move** **Timothy Kelley**    **Second** **Richard Robbins**    **Vote** **5-0**

**21-004 VOTED:** To nominate Diane Cohen for position of Asst. Treasurer.

**To elect officers for upcoming year**    **Move** **Diane Cohen**    **Second** **Timothy Kelley**    **Vote** **5-0**

**21-005 VOTED:** To elect the following slate of officers for the upcoming year:

Chairman –	Richard Robbins
Vice- Chair –	Timothy Kelley
Treasurer –	Marie Hanson
Asst. Treasurer –	Diane Cohen
Member –	Charles Adams

**To return floor control to new Chair**    **Move** **Timothy Kelley**    **Second** **Charles Adams**    **Vote** **5-0**

**21-006 VOTED:** To have Secretary, Julie Johnston, return control of the floor to newly elected Chair.

**Minutes**    **Move** **Diane Cohen**    **Second** **Timothy Kelley**    **Vote** **5-0**

**21-007 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of June 1, 2020, as presented.

**Finances**    **Move** **Marie Hanson**    **Second** **Diane Cohen**    **Vote** **5-0**

**21-008 VOTED:** To approve the check-roll/bill-roll for June 2020 Accounts Payable Checks numbered 8277 through 8307, as presented.

**Finances**    **Move** **Diane Cohen**    **Second** **Timothy Kelley**    **Vote** **5-0**

**21-009 VOTED:** To approve the Payroll Register for June 2020, as presented.

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

**21-010 VOTED:** To approve the Section 8 Voucher Program wire transfer for July 2020 in the amount of \$143,660.46, as presented.

**Finances      Move Timothy Kelley    Second Diane Cohen    Vote 5-0**

**21-011 VOTED:** To certify receipt of FY20 monthly operating statements for all RHA programs for the eleven months ending May 31, 2020.

**Finances/Write-off Vacated Account    Move Diane Cohen    Second Timothy Kelley Vote 5-0**

**21-012 VOTED:** To authorize Executive Director to write off vacated account receivable as a collection loss totaling \$234.00 of one-month's rent owed to the State 667 family housing program, as presented.

**Architectural Design Services    Move Timothy Kelley    Second Diane Cohen Vote 5-0**

**21-013 VOTED:** To authorize Executive Director to enter into an agreement for Architectural Design Services for Main Street and Summer Avenue Exterior Renovations project with Andrew M. Brockway & Associates in the amount of \$10,000.00, as presented in Fee Proposal dated July 3, 2020.

**Service Contract    Move Timothy Kelley    Second Marie Hanson    Vote 5-0**

**21-014 VOTED:** To approve and authorize the Executive Director to enter into a service agreement with D&V Mainsail Associates as presented to begin an Executive Director Search for the Reading Housing Authority.

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

**COVID-19 UPDATE:** Daniel Markman of Reading BOH inspection 06/03/2020 revealed RHA in compliance. No known COVID-19 positive cases at RHA to date.

**Vacancy Report:** One (1) vacancy at Tannerville; three (3) vacancies at Old Reading Schoolhouse Condos.

**Section 8 Housing Choice Voucher Program Update:** July 2020:105 Vouchers Leased (2 Pending). Chelsea HA reports increase in Housing Assistance Payments due to participants loss of income/wages from COVID-19 pandemic effects in the workplace.

**Maintenance:** Work Orders from 07/01/2019 to 06/30/2020:Total Count 841, Completed 826, Incomplete 15. Five (5) emergency work orders generated in June. Paving Project Completed on 06/03/2020, Parker/Pleasant Fence Repaired 06/10/2020, Shed Replacement Oakland/Waverly 06/13 – 06/27/2020.

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

**Update to Language Access Plan** - LAP must be reviewed and updated every 2 years. Director to enter into Client Fee Agreement to retain Manette Donovan, Esq., to update RHA LAP as needed for fee of \$750. Includes research to obtain up-to-date statistics on the limited English population (LEP) for the town and update our resources and material to reflect changes and updates where applicable. When needed, RHA uses TeleLanguage interpreting services.

**Copy Machine** - Copier lease due to expire 09/2020. Soliciting quotes from state-wide contract for new machine with a 4-yr lease.

**State Budget Guidelines** – DHCD reports no timeframe yet for posting FY2021 Budget Guidelines.

**Memorandum of Agreement for At-Will Employment of Executive Director** Received and approved by DHCD.

**Old Reading Schoolhouse Condominium:** Condo Owners voted down proposal to engage forensic audit services to review costs associated with second fee assessment. Owners will be charged interest if payment in full of second assessment is not received by 07/31/2020. RHA portion of interest is 1.44%. Director to continue soliciting financing opportunities with various banks in Reading.

**Main/Summer Building Exterior Project:** According to state procurement guidelines, housing authorities are government agencies and as such, subject to public procurement. Board reviewed and approved a proposal from Andrew M. Brockway & Associates to perform designer services to repaint, replace rotted wood trim, gutters and downspouts, wood soffits, exterior front doors, and side lights as well as roof replacement.

**Executive Director Search:** Board reviewed and approved proposal from D&V Mainsail consultants to assist with hire of new Executive Director. Richard Robbins, Chair, and Marie Hanson, State Tenant Representative/Treasurer will serve on Selection Committee. Ms. Hanson recommends improved outreach to tenants for their participation in this process.

**NEXT BOARD MEETING: August 3, 2020, (August 31, 2020 Monday before Labor Day Holiday)  
(September 14, 2020 Monday after Labor Day Holiday)**

**21-015 VOTED TO ADJOURN: 6:36 P.M. Move Diane Cohen Second Timothy Kelley Vote 5-0**

Respectfully submitted,

*Julie M. Johnston*

Julie M. Johnston  
Secretary/Executive Director