

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING September 14, 2020**

A regular business meeting of the Reading Housing Authority was held on Monday, September 14, 2020 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, Charlie Adams, Marie Hanson

Members Absent: Diane Cohen

Others Present: Julie M. Johnston, Executive Director; Kathryn Gallant, Finalist for Executive Director position; Cheryl West, RHA Tenant; Norma McSheehy, RHA Tenant; Doris Doucette, RHA Tenant; Susan Isbell, RHA Tenant; Patty Munn, RHA Tenant; Robert Levy, RHA Tenant

**Executive Director Contract**      **Move Marie Hanson Second Timothy Kelley Vote 4-0**

**21-024 VOTED:** To allow RHA Chair, Richard Robbins, to begin negotiations with Kathryn Gallant to enter into a one-year contract for the position of Executive Director of the Reading Housing Authority effective on or about October 15, 2020 at a salary of \$84,010 with a thirty-five hour work week, subject to DHCD approval and favorable CORI check.

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

**21-025 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of August 3, 2020, as presented.

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

**21-026 VOTED:** To approve the check-roll/bill-roll for August 2020 Accounts Payable Checks numbered 8345 through 8379, as presented.

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

**21-027 VOTED:** To approve the Payroll Register for August 2020, as presented.

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

**21-028 VOTED:** To approve the Section 8 Voucher Program wire transfer for September 2020 in the amount of \$141,864.86, as presented.

**Section 8 Utility Allowance Schedule**      **Move Timothy Kelley Second Marie Hanson Vote 4-0**

**21-029 VOTED:** To approve the Section 8 Program's *Summary Allowance for Tenant Furnished Utilities and Other Services* prepared by Happy Software, Inc., effective for the December 1, 2020 Section 8 rent recertifications, as presented.

**Language Access Plan**      **Move Marie Hanson Second Timothy Kelley Vote 4-0**

**21-030 VOTED:** To approve the revised RHA Language Access Plan effective August 1, 2020, as presented.

**Contract Award:**      **Move Timothy Kelley Second Charlie Adams Vote 4-0**

**21-031 VOTED:** To award the contract for Exterior Renovations at Main Street & Summer Avenue to Eagle Eyes Contractor, Inc., of Saugus, Massachusetts, in the amount of \$69,400.00, and to appoint RHA Executive Director as Contract Officer and RHA Chair as Alternate Contract Officer.

**Commercial Real Estate Loan:**      **Move Timothy Kelley Second Charlie Adams Vote 4-0**

**21-032 VOTED:** To authorize RHA Executive Director to sign the Commitment Letter dated 09/10/2020 from Reading Cooperative Bank for the Commercial Real Estate Loan for RHA property located at 503, 505, 507 Summer Avenue, Reading, MA, in the amount of \$300,000 as presented.

**Personnel Matters:**

RHA Selection Committee explained that the process and procedures they followed for the new Executive Hire position were in accordance with DHCD Public Housing Notice 2017-21. Vice-Chair, Timothy Kelley, commended the Selection Committee, Executive Director and Consultant for the work they have done in this endeavor. On the recommendation of the RHA Selection Committee, the Board met with finalist, Kathryn A. Gallant, for an interview in open session. Chair, Richard Robbins, introduced the Members of the Board to Ms. Gallant. Ms. Gallant shared her housing knowledge, experience, and vision for the RHA. Six (6) RHA residents were in attendance and were afforded time to ask questions directly to Ms. Gallant. A motion was presented and unanimously voted allowing the Chair to enter into contract negotiations with Ms. Kathryn Gallant for the position of Reading Housing Authority Executive Director.

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

**COVID-19:** On 08/04 we were informed that one family member tested positive at 705 housing.

**Vacancy Report:** RHA Owned: 1 unit at ORSH

**Section 8 Housing Choice Voucher Program Update:** Executive Director submitted CARES Act funding request for Extraordinary Circumstances that would result in additional housing assistance payment funding.

August 2020: 107 Vouchers Leased; September 2020: 107 Vouchers Leased

**Maintenance Work Orders August 2020:**

Total Count: 83      Completed: 72      Incomplete: 11 (Routine Work Orders)

Emergencies: 6 Backups/Clogs; 1 Entry guard System; 1 Lockout; 1 water leak; 1 A/C not working.

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

**Correspondence:** Inquiry to purchase Main & Summer properties.

**August Activities:** A list of RHA meetings and events in August was presented.

**Policies and Contracts:** Utility Allowance Schedule and Language Access Plan were reviewed by Board.

**RHA Owned:** Upon reviewing the bids for the Main/Summer Building Exterior Project and recommendation of architect, Andrew Brockway, AIA, the Board voted unanimously to award the contract to Eagle Eyes Contractor, Inc., the apparent responsible low bidder. Upon review of the Commitment Letter from Reading Cooperative Bank and further discussion, the Board voted unanimously to authorize Executive Director to sign said Commitment Letter.

**Other Business:** Executive Director, Julie Johnston, gave formal written notice of her intent to retire effective 10/31/2020 which was accepted by the Chair.

**NEXT BOARD MEETINGS: October 5, 2020; November 2, 2020**

**21-033 VOTED TO ADJOURN: 7:09 P.M. Move Timothy Kelley Second Marie Hanson Vote 4-0**

Respectfully submitted,

*Julie M. Johnston*

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Secretary/Executive Director