

**READING HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR BOARD MEETING NOVEMBER 2, 2020**

A regular business meeting of the Reading Housing Authority was held on Monday, November 2, 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 upon having a quorum. Charlie Adams and Marie Hanson entered the meeting at 5:37pm.

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

Members Absent:

Others Present: Executive Director; Kathryn Gallant

**Minutes**                      **Move** Diane Cohen **Second** Timothy Kelley **Vote** 3-0

**21-041 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of October 5, 2020, as presented.

**Finances**                      **Move** Diane Cohen **Second** Timothy Kelley **Vote** 3-0

**21-042 VOTED:** To approve the check-roll/bill-roll for October 2020 Accounts Payable Checks numbered 8411 through 8422, as presented.

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

**21-043 VOTED:** To approve the Payroll Register for October 2020, as presented.

**Finances**                      **Move** Timothy Kelley                      **Second** Marie Hanson                      **Vote** 5-0

**21-044 VOTED:** To approve the Section 8 Voucher Program wire transfer for October 2020 in the amount of \$135,096.09 as presented.

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

**21-045 VOTED:** To certify receipt of FY21 monthly operating statements for all RHA programs for the two months ending September 30, 2020.

**Commercial Real Estate Loan:**                      **Move** Timothy Kelley **Second** Marie Hansen **Vote** 5-0

**21-046 VOTED:** To authorize Executive Director Kathryn Gallant to notify Reading Cooperative Bank of its intention to include RHA property located at 173-177 Main Street with the commercial real estate loan application for Summer Ave. in the amount of \$300,000.00, and to appoint Executive Director Kathryn Gallant as Contract Officer and RHA Chair Richard Robbins as Alternate Contract Officer on behalf of the RHA to execute all documents related to the closing of the loan.

**Contract Award:**                      **Move** Diane Cohen **Second** Timothy Kelley                      **Vote** 5-0

**21-047 VOTED:** To award the contract for a Waste Line Replacement Project at Parker and Pleasant Street to Ponch Excavation, LLC, of Boston, Massachusetts, in the amount of \$20,475.00, FISH# 246070, and to appoint RHA Executive Director, Kathryn Gallant as Contract Officer and RHA Chair, Richard Robbins as Alternate Contract Officer to execute all necessary documents related thereto.

**Other Business: Move Timothy Kelley Second Marie Hansen Vote 5-0**

**21-048 VOTED:** To authorize Executive Director Kathryn Gallant to execute the Marcum Accountants and Advisors letter of engagement for 2020 Audit and AUP in the amount of \$14,000 with the additional cost of approximately 10-20 hours of CARES Act Funding Audit services at the rate of \$200.00 per hour.

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

**COVID-19:** No known cases to-date at RHA.

**Vacancy Report:**

Tannerville: Unit 8-7 (vacated 09/30/2020). (interviewing applicants)

RHA Owned: 1 unit at Old Reading School House (interviewing potential applicant)

**Section 8 Housing Choice Voucher Program Update:**

October 2020: 107 Vouchers Leased

November 2020: 103 Vouchers Leased (one voucher out looking)

**Maintenance Work Orders October 2020:**

Total Count: 108 Completed: 71 Incomplete: 37 (Generated by H&S Inspections)

**Tenant Issues**

- On October 16th, resident notified RHA that they suspected bed bug infestation. NW Pest Control inspected and confirmed bed bug presence. Subsequently scheduling Heat Eradication for Wednesday the 21<sup>st</sup>. Additionally, adjacent units were sprayed as preventative measure.
- Received notification regarding the “adopt-a-family” program, sponsored by Reading Cares and the Reading Rotary Club, that provides holiday food baskets and gifts for qualified Reading families and their dependent children.
- Bear Mountain Healthcare provided small Halloween giftbags of treats for residents of Tannerville.

**Reporting Requirements:**

Financial Report submitted to HUD and approved for FYE 2020

DHCD: Board Attendance Report

Town of Reading/RHA Website: Minutes and Agenda

**October Activities:**

Weekly Tannerville Newsletters

10/05 Staff Meeting

10/05 Main and Summer Renovation Project began

10/08 Flu Clinic provided by Kristine Harris Alyse Warren Nurse Advocates

10/08 Parking lot striping completed

10/14-15 Inspections of Summer, Main and Wilson

10/14 Fall exterior pest control application

10/23 DHCD Performance Management Review conducted.

10/27 Meeting with Fee Accountant

10/30 Last work day for Executive Director Julie M. Johnson

**NEXT BOARD MEETINGS: Monday, December 7, 2020**

**21-040 VOTED TO ADJOURN: 6:23 P.M. Move Diane Cohen Second Charles Adams Vote 5-0**

Respectfully submitted,

*Kathryn Gallant*

Kathryn Gallant

Secretary/Executive Director