

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING 1, 2021

A regular business meeting of the Reading Housing Authority was held on Monday, January 4, 2021. 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 entered the meeting at 5:39pm.

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

Members Absent:

Others Present: Executive Director; Kathryn Gallant

21-072 VOTED: **Move** *Marie Hanson* **Second** *Diane Cohen* **Vote** **4-0**

To accept the record of the Minutes of the Regular Business Meeting held on February 1, 2021, as presented.

21-073 VOTED: **Move** *Diane Cohen* **Second** *Marie Hanson* **Vote** **4-0**

To approve the check-roll/bill-roll for February 2021 Accounts Payable Checks number 8551 through 8582 as presented.

021-074 VOTED: **Move** *Diane Cohen* **Second** *Charlie Adams* **Vote** **5-0**

To approve the Payroll Register for February 2021 as presented.

21-075 VOTED: **Move** *Charlie Adams* **Second** *Timothy Kelley* **Vote** **5-0**

To approve the Section 8 Voucher Program wire transfer for February 2021 in the amount of \$147,416.06 as presented.

21-076 VOTED: **Move** *Diane Cohen* **Second** *Timothy Kelley* **Vote** **5-0**

To certify receipt of FY21 operating statement for all RHA programs for the month of January, 2021.

21-077 VOTED: **Move** *Timothy Kelley* **Second** *Marie Hanson* **Vote** **5-0**

To certify receipt of FY21 quarterly operating statement for all RHA programs ending December 31, 2020.

21-078 VOTED TO ADJOURN 6:24PM: **Move** *Charlie Adams* **Second** *Timothy Kelley* **Vote** **5-0**

Executive Director, Kathryn Gallant reported the following:

COVID-19: update on RHA vaccination outreach for distribution plan

Section 8 Housing Choice Voucher Program Update:

100 Vouchers Leased (5 vouchers out searching)

Maintenance Work Orders December 2020:

Total Count: 58 Completed: 48 Incomplete: 10

UPDATES

Section 8 Housing Choice Voucher Program Update:

103 Vouchers Leased (5 vouchers out searching)

Maintenance Work Orders December 2020:

Total Count: 62 Completed: 57 Incomplete: 3

UPDATES

Summer and Main punch list items being completed:

- Finish installing hardware
- Caulk and paint touch up around windows and doors
- Trim down cortex pvc plugs
- Remove stickers from doors
- Paint exposed existing window sill nosing
- Clean up glue(?) on nosing
- Paint doors if they only came primed

Annual Plan Draft posted and sent for review and will be put in front of the board at April meeting.

FY 2020 Marcum Audit Update

NEXT BOARD MEETING: Monday, April 5, 2021

Kathryn Gallant

Kathryn Gallant, Secretary/Executive Director