

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING from July 12, 2021

A regular business meeting of the Reading Housing Authority was held on Monday, July 12, 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.

Members Present: Richard Robbins, Diane Cohen, Marie Hanson

Members Absent: Charlie Adams, Timothy Kelley

Others Present: Executive Director; Kathryn Gallant

Minutes

22-01 VOTED: Move **Diane Cohen** Second **Marie Hanson** Vote **3-0**

To accept for the record the Minutes of the Regular Business Meeting of May 3, 2021 as presented.

Finances

22-02 VOTED: Move **Marie Hanson** Second **Diane Cohen** Vote **3-0**

To approve the check-roll/bill-roll for May and June 2021 Accounts Payable Checks numbered 8656 through 8729 as presented.

22-03 VOTED: Move **Marie Hanson** Second **Diane Cohen** Vote **3-0**

To approve the Payroll Register for May and June 2021, as presented.

22-04 VOTED: Move **Diane Cohen** Second **Marie Hanson** Vote **3-0**

To approve the Section 8 Voucher Program wire transfer for June 2021 in the amount of \$150,400.61 as presented.

22-05 VOTED: Move **Marie Hanson** Second **Diane Cohen** Vote **3-0**

To approve the Section 8 Voucher Program wire transfer for July 2021 in the amount of \$157,954.67 as presented.

22-06 VOTED: Move **Diane Cohen** Second **Marie Hanson** Vote **3-0**

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

22-07 VOTED: Move **Marie Hanson** Second **Diane Cohen** Vote **3-0**

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

22-08 VOTED: Move **Diane Cohen** Second **Marie Hanson** Vote **3-0**

Approval of the Federal and State Contract for Accounting Services between Reading Housing Authority and Fenton, Ewald and Associates , P.C. For the period of July 1, 2021 through June 30, 2022 as presented.

22-09 VOTED: Move **Diane Cohen** Second **Marie Hanson** Vote **3-0**

- a. To Allow Executive Director Kathryn Gallant to pay Reading Cooperative Mortgages via direct debit for the following accounts:
 - i. Wilson Street second mortgage in the monthly amount of \$589.93
 - ii. Wilson Street first mortgage in the monthly amount \$1043.19

- iii. Pierce Street in the monthly amount of \$930.60
- iv. 401 Gazebo Circle in the monthly of \$616.21
- v. Summer and Main in the monthly amount of \$1593.13

22-10 VOTED: Move Diane Cohen Second Marie Hanson Vote 3-0

To approve and implement revised RHA Air Conditioner Policy effective 07/12/2021.

22-11 VOTED: Move Diane Cohen Second Marie Hanson Vote 3-0

To approve and recognize the addition of the Massachusetts State Holiday “June 19” as signed into law by Governor Baker on July 24, 2020, to the RHA personnel policy.

OTHER BUSINESS

Due to year-end accounting, discussion re: next meeting date for later in the month of August. Executive Director to poll the availability of the board for later meeting date.

Executive Directors Postponed until August Meeting.