

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING from September 27, 2021

A regular business meeting of the Reading Housing Authority was held on Monday, September 27, 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: , Marie Hanson, Charlie Adams, Timothy Kelley

Members Absent: Richard Robbins, Diane Cohen

Others Present: Executive Director; Kathryn Gallant

ANNUAL REORGANIZATION; Chair requests Secretary Kathryn Gallant, to assume the Chairmanship for the reorganization.

Minutes

22-21 VOTED: Move Charlie Adams Second Marie Hanson Vote 3-0
To Nominate Timothy Kelley for the position of Chairman.

22-22 VOTED: Move Marie Hanson Second Tim Kelley Vote 3-0
To Nominate Diane Cohen for the position of Vice- Chairman.

22-23 VOTED: Move Tim Kelley Second Marie Hanson Vote 3-0
To Nominate Charlie Adams for the position of Treasurer.

22-24 VOTED: Move Tim Kelley Second Charlie Adams Vote 3-0
To nominate Marie Hanson for the position of Assistant Treasurer

To elect officers for the upcoming year

22-25 VOTED: Move Tim Kelley Second Marie Hanson Vote 3-0

Chairman Timothy Kelley

Vice Chairman Diane Cohen

Treasurer Charlie Adams

Assistant Treasurer Marie Hanson

Member Richard Robbins

To return floor control to the new Chair

22-26 Voted: Move Charlie Adams Second Marie Hanson Vote 3-0
To have Secretary Kathryn Gallant return control of the floor to the newly elected Chair.

Minutes

22-27 Voted: Move Marie Hanson Second Charlie Adams Vote 3-0

To accept for the record the Minutes of the Regular Business Meeting of the August 23, 2021 as presented.

Finances

22-28 VOTED: Move Marie Hanson Second Charlie Adams Vote 3-0

To approve the check-roll/bill-roll for August Accounts Payable Checks numbered 8786 through 8818 as presented.

22-29 VOTED: Move Marie Hanson Second Charlie Adams Vote 3-0

To approve the Payroll Register for August 2021, as presented.

22-30 VOTED: Move Marie Hanson Second Charlie Adams Vote 3-0

To approve the Section 8 Voucher Program wire transfer for September 2021 in the amount of \$157,025.09 as presented.

22-31 VOTED: Move: Marie Hanson Second Charlie Adams Vote 3-0

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

22-32 VOTED: Move: Marie Hanson Second Charlie Adams Vote 3-0

To allow Executive Director Kathryn Gallant to engage Marcum Accountants and Advisors for the FY2021 RHA audit for services not the exceed \$15,000 with the addition of the Cares Act Auditing at a reasonable expense to the authority.

EXECUTIVE DIRECTOR REPORT/UPDATES August 2021

COVID-19: staff is encouraging residents to wear masks when in community areas and not social distancing due to increase in breakthrough cases.

Section 8 Housing Choice Voucher Program Update:

September HAP report 111 vouchers leased, 7 out looking. Currently working with Northeastern Utility company to update utility allowance schedule. Also, FMR's have reduced and the RHA will keep current payment standards as they still fit within 90-110% FMR. The Boston Housing Authority is looking to again challenge this published FMR.

Maintenance Work Orders for August

Total Count: 71 Completed: 54 Incomplete: 17

UPDATES

- Bathroom Fan Replacement project - tested positive for asbestos. Consulting with RCAT and DHCD on remediation funding through DHCD.
- Bancroft Fuel Oil Storage Tank project
- Champ PMR in process. All documents submitted.
- Vacancy increase. 2 residents passed, 2 moved to longterm care. Anticipating one more resident being unable to return home from the hospital.
- Resuming Monthly Tea Times in the community room.
- Working with local BOH to schedule onsite flu clinic.

New Business

22-33 VOTED: Move: *Marie Hanson* Second: *Charlie Adams* Vote 3-0

To allow Executive Director Kathryn Gallant to enter into a memorandum of understanding with Mystic Valley Elder Services for supportive services as outlined in the Resident Services Grant Award.

NEXT BOARD MEETING: DUE TO YEAR END ACCOUNTING, PROPOSING MONDAY NOVEMBER 1, 2021

22-12 VOTED TO ADJOURN: 6:50 P.M. Move: *Marie Hanson* Second: *Charlie Adams* Vote 3-0