

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

A regular business meeting of the Reading Housing Authority was held on Monday, November 1, 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, Richard Robbins

Members Absent: Diane Cohen

Others Present: Executive Director; Kathryn Gallant; Resident Marie Perrot

**Minutes**

**22-34 VOTED: Move Richard Robbins    Second Marie Hanson    Vote 4-0**

To accept for the record the Minutes of the Regular Business Meeting of the September 27, 2021 as presented.

**Finances**

**22-35 VOTED: Move Marie Hanson    Second Richard Robbins    Vote 4-0**

To approve the check-roll/bill-roll for September Accounts Payable Checks numbered 8819 through 8845 as presented.

**22-36 VOTED: Move Marie Hanson    Second Richard Robbins    Vote 4-0**

To approve the check-roll/bill-roll for October Accounts Payable Checks numbered 8846 through 8885 as presented.

**22-37 VOTED: Move Richard Robbins    Second Marie Hanson    Vote 4-0**

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

**22-38 VOTED: Move Marie Hanson    Second Charlie Adams    Vote 4-0**

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

**22-39 VOTED: Move Marie Hanson    Second Richard Robbins    Vote 4-0**

To approve the Section 8 Voucher Program wire transfer for October 2021 in the amount of \$168,958.52 as presented.

**22-40 VOTED: Move Richard Robbins    Second Charlie Adams    Vote 4-0**

To approve the Section 8 Voucher Program wire transfer for November 2021 in the amount of \$167,294.24 as presented.

**22-41 VOTED: Move Marie Hanson    Second Richard Robbins    Vote 4-0**

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

## **UPDATES**

- Halloween Tea Time held in October. Thanksgiving Tea scheduled for November 23<sup>rd</sup>.
- Flu Clinic conducted by CVS scheduled for November 3.
- Resident Service coordinator to begin onsite visits the first week of December. RHA will host a meet a greet in the community room. Date TBD.
- Fire Department master call box at Tannerville repaired/police detail.
- Bathroom Fan Replacement Project update:  
Working with RCAT to determine best course of action for asbestos removal. Options presented as of today are:
  - Option 1 – Remove (4-6) square feet of ceiling drywall as needed to replace the existing fans and access the existing duct connection. Patch the existing drywall ceiling to match existing. (Cost for 80 Units – Approximately (80 x\$250) \$20,000.00)
  - Option 2 – Remove the existing ceiling in its entirety and provide new ceiling. (Cost for 80 Units – Approximately (80 x\$400) \$32,000.00)
- DHCD CHAMP Waitlist offline year Performance management review scheduled for November 3<sup>rd</sup>.
- Marcum Audit onsite visit to be conducted November 29<sup>th</sup>.

### ***Other Business***

- a. Executive Director review discussion tabled until December meeting.
- b. Board Vacancy, draft advertisement for posting

**NEXT BOARD MEETING: PROPOSING MONDAY December 6, 2021**

**22-42 VOTED TO ADJOURN: 6:50 P.M. Move: *Marie Hanson*      Second *Charlie Adams*  
Vote 4-0**