

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING from October 3, 2022

A regular business meeting of the Reading Housing Authority was held on Monday, October 3, 2022 in person at 22 Frank Tanner Drive, Reading MA, 01867 as well as via remote participation. Chair, Timothy Kelley, called the meeting to order at 5:31 PM.

Members Present: Chair Timothy Kelley, Marie Hanson, Diane Cohen, Margaret Donnelly Moran, Charlie Adams

Members Absent:

Others Present: Executive Director; Kathryn Gallant, Danna Heggarty, Diana Carter, Deborah Davidson, Carol Holland, Marie Perrot, Doris Doucette, Patti Munn, Robert Levy, Jayne Lee.

Minutes

23-08 VOTED: Move Marie Hanson Second Margaret Moran Vote 5-0

To accept for the record the Minutes of the Regular Business Meeting of the August 18, 2022 as presented.

Finances

23-09 VOTED: Move Marie Hanson Second Diane Cohen Vote 5-0

To approve the check-roll/bill-roll for August Accounts Payable Checks numbered 9155 through 9169 as presented.

23-10 VOTED: Move Marie Hanson Second Diane Cohen Vote 5-0

To approve the check-roll/bill-roll for September Accounts Payable Checks numbered 9170 through 9209 as presented.

23-11 VOTED: Move Marie Hanson Second Margaret Moran Vote 5-0

To approve the Payroll Register for August 2022, as presented.

23-12 VOTED: Move Diane Cohen Second Marie Hanson Vote 5-0

To approve the Payroll Register for September 2022, as presented.

23-13 VOTED: Move Diane Cohen Second Marie Hanson Vote 5-0

To approve the Section 8 Voucher Program wire transfer for September in the amount of \$182,857.48 as presented.

23-14 VOTED: Move Diane Cohen Second Marie Hanson Vote 5-0

To approve the Section 8 Voucher Program wire transfer for October in the amount of \$175,028.73 as presented.

23-15 VOTED: Move Marie Hanson Second Diane Cohen Vote 5-0

To certify receipt of FY22 operating statement for all RHA programs for the month of August 2022.

Other Business

23-16 VOTED: Move Diane Cohen Second Marie Hanson Vote 5-0

To Approve the Section 8 Payment standards effective December 1, 2022 as presented.

NEXT BOARD MEETING: PROPOSING MONDAY November 7, 2022 at 5:30PM and to include

the Annual Reorganization of the Board

TO: Reading HA Board Members
FROM: Kathryn Gallant, Executive Director
DATE: October 3, 2022
SUBJECT: **EXECUTIVE DIRECTOR REPORT/UPDATES**

Section 8 Housing Choice Voucher Program Update:

October Hap Report – 113 Vouchers

Maintenance Work Orders for November

Total Count: 98 71 have been Completed: 27 remain Incomplete:
(26 of the 27 incomplete are associated with recent inspections)

UPDATES

- Assisted Town Manager Fidel Maltez in presenting conceptual design for the 4 Acre Parcel on Oakland Road to the Reading Planning Board on September 12, 2022.
- Concluded weekly RHA cookouts on August 31, 2022
- Hosted Flu Clinic on September 22, 2022. 17 residents attended.
- Alyse Warren Blood Pressure clinic held on September 8, 2022.
- Residents meeting scheduled for Tuesday, October 18, at 2PM.
- Halloween Tea time tentatively scheduled for October 27, 2022. Including a paint party coordinated by Resident Services Coordinator Kristin Murphy.
- Conducted Fire Alarm and unit inspections at all properties.
- Attended Section 8 Administrators Annual Meeting.
- Continued Participation on the Town's Housing Production Planning Committee. Surveys have been approved and have begun distribution. Planning Committee to host a Community Housing Forum scheduled for October 24, 2022 from 6-8pm at Reading Town Library.
- Revised Capital Improvement Plan to move up Power washing of development and replacement of bathroom and kitchen lighting to LED fixtures.
- Procured Northeastern Utility company to provide updated Utility Allowance Schedule for HCV program.
- Annual statistical data collection reporting provided to DHCD on September 30, 2022. All other FYE reporting complete.

23-17 VOTED TO ADJOURN: 6:43 PM Move Marie Hanson Second Margaret Moran
Vote: 5-0