

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING from November 30, 2022

A regular business meeting of the Reading Housing Authority was held on Wednesday November 30, 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 4:03 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, Carol Holland, Norma McSheehy, Marie Perrot, Doris Doucette, Patti Munn, Jayne Lee.

ANNUAL REORGANIZATION: Chair requests Secretary, Katie Gallant to assume the Chairmanship for reorganization.

To nominate Chairman **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

23-18 VOTED: To nominate Diane Cohen for position of Chairman.

To nominate Vice-Chair **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

23-19 VOTED: To nominate Charles Adam for position of Vice-Chairman.

To nominate Treasurer **Move** Timothy Kelley **Second** Charlie Adams **Vote** 5-0

23-20 VOTED: To nominate Marie Hanson for position of Treasurer.

To nominate Asst. Treasurer **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

23-21 VOTED: To nominate Margaret Moran for position of Asst. Treasurer.

To elect officers for upcoming year Timothy Kelley **Second** Marie Hanson **Vote** 5-0

23-22 VOTED: To elect the following slate of officers for the upcoming year:

Chairman – Diane Cohen

Vice- Chair – Charlie Adams

Treasurer – Marie Hanson

Asst. Treasurer – Margaret Moran

Member – Timothy Kelley

To return floor control to new Chair Timothy Kelley **Second** Marie Hanson **Vote** 5-0

23-23 VOTED: To have Secretary, Katie Gallant return control of the floor to newly elected Chair.

Minutes Timothy Kelley **Second** Marie Hanson **Vote** 4-0 **(Charlie Adams lost connection to the meeting)**

23-24 VOTED: To accept for the record the Minutes of the Regular Business Meeting of October 3, 2022, as presented.

Finances

23-25 VOTED: Marie Hanson **Second** Timothy Kelley **Vote** 4-0

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

Charlie Adams resumed the meeting

23-26 VOTED: Timothy Kelley Second Marie Hanson Vote 5-0

To approve the check-roll/bill-roll for October Accounts Payable Checks numbered 9210 through 9231 as presented.

23-27 VOTED: Timothy Kelley Second Marie Hanson Vote 5-0

To approve the Section 8 Voucher Program wire transfer for November in the amount of \$183,456.23 as presented.

23-28 VOTED: Marie Hanson Second Timothy Kelley Vote 5-0

To certify receipt of FY23 quarterly operating statement for all RHA programs for the period ending September 30, 2022.

23-29 VOTED: Timothy Kelley Second Marie Hanson Vote 5-0

To approve contract for accounting services by and between the RHA and Fenton, Ewald and Associates for the period of July 1, 2022 through June 30, 2023.

23-30 VOTED: Marie Hanson Second Timothy Kelley Vote 5-0

To approve the certificate of final completion for FISH project 246069, Tannerville Bathroom Replacement Project.

23-31 VOTED: Timothy Kelley Second Marie Hanson Vote 5-0

To approve the contract for financial assistance amendment in the amount of \$80,336.00

23-32 VOTED: Marie Hanson Second Timothy Kelley Vote 5-0

To allow Executive Director Katie Gallant to submit a renewal application to DHCD for the Resident Services Coordinator position shared with the North Reading Housing Authority.

EXECUTIVE DIRECTOR REPORT/UPDATES

Section 8 Housing Choice Voucher Program Update:

November Hap Report – 113 Vouchers

Maintenance Work Orders for November

Total Count: 59 58 have been Completed: 1 remains Incomplete:

UPDATES

- Halloween Tea time/ paint party hosted by Resident Services coordinator Kristin Murphy on October 27, 2022. 9 residents in attendance.
- Thanksgiving Tea Time hosted on Wednesday, November 23, 2022. 15 residents in attendance.
- Holiday craft event tentatively planned for December 13. Parker Middle School will also be conducting a craft related event at Tannerville. Details still in planning.
- Tom Flaherty, CPA conducted DHCD mandated AUP (Agree Upon Procedures) Audit. No issues noted.
- DHCD Performance Management review on-site inspection conducted November 17, 2022. No issues noted.
- Delayed Budget presentation before board, due to ongoing discussions with DHCD to allow a budget exemption for new RHA maintenance vehicle.

- Upcoming meeting with RCAT scheduled for December 28 to conduct a physical needs assessment. Subsequently will be beginning our annual capital improvement planning.

NEXT BOARD MEETING: PROPOSING MONDAY December 12, 2022

**22-33 VOTED TO ADJOURN: 5:23 P.M. Move Timothy Kelley Second Marie Hanson
Vote 5-0**