

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING March 2, 2020

A regular business meeting of the Reading Housing Authority was held on Monday, March 2, 2020 in the Community Room of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Marie Hanson, Charles Adams, Diane Cohen

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

20-074 VOTED: To accept for the record the Minutes of the Regular Business Meeting of February 3, 2020, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

20-075 VOTED: To approve the check-roll/bill-roll for February 2020 Accounts Payable Checks numbered 8141 through 8176, as presented.

Finances **Move** Timothy Kelley **Second** Diane Cohen **Vote** 5-0

20-076 VOTED: To approve the Payroll Register for February 2020, as presented.

Finances **Move** Timothy Kelley **Second** Marie Hanson **Vote** 5-0

20-077 VOTED: To approve the Section 8 Voucher Program wire transfer for March 2020 in the amount of \$137,493.46, as presented.

Finances **Move** Charles Adams **Second** Diane Cohen **Vote** 5-0

20-078 VOTED: To certify receipt of FY20 monthly operating statements for all RHA programs for the seven months ending January 31, 2020.

Discussion took place about the physical condition of the buildings at Summer and Main. Director to solicit cost estimates to either scrape and repaint building exteriors or install vinyl siding to determine best way to finance the project.

Certificate of Final Completion; FISH #246065

Move Diane Cohen **Second** Timothy Kelley **Vote** 5-0

20-079 VOTED: To approve, sign and submit the Certificate of Final Completion and Small Projects Requisition Form number two in the amount of \$850.00 for reimbursement of costs associated with project number 246065, Lock Replacement at 667 1&2.

Director's Report/Program Update -

Vacancy Report: One (1) vacant unit at Tannerville.

Section 8 Housing Choice Voucher Program Update: 105 Vouchers Leased through 02/2020. Valarie Turner from HUD will be onsite 03/11 for 3-year visit.

Maintenance Work Orders from 07/01/2019 to 02/26/2020: Total count of 510.

Tenant Issue: On Monday, 02/24/2020, resident found one (1) bedbug in building 8, unit 7. NW Pest Control under 90-day warranty, spraying units 3, 4, 7 & 8 on Thursday, 02/27.

Annual Audit: Completed 02/11, Draft to be issued prior to 03/13, HUD submission date 03/31.

MassNAHRO Annual Conference: Sunday, 5/17 through Wednesday, 5/20. If interested in attending, contact Julie to make registration arrangements.

Senator Lewis request to visit RHA: to host a coffee and donut legislative update event for the RHA residents on or about Friday, March 20th. This is not an election year for Senator Lewis as his term expires 01/2021.

Reporting Requirements: A list of February events and reporting submittals for HUD, DHCD, Town, and RHA Website was presented.

Annual HUD Civil Rights Certification presented and signed by Chair Robbins.

DHCD Health & Safety Award Program: RHA awarded \$9,000.00 for repair of sidewalks and paving to prevent trip hazards.

Capital Improvement Project (CIP-2021) was approved by DHCD in the amount of \$81,600.00 to replace bathroom exhaust fans at Tannerville. All thermostats for the Thermostat Replacement Project have been received. RCAT will solicit bids from licensed electricians to do the installation as RHA Maintenance, Joe Costello, informed the Director he is no longer interested in performing the installation as Force Account Labor.

RHA Owned Properties: Most recent update indicates Certificate of Occupancy to be received the week of March 2, 2020.

General Depository Agreement, (HUD Form 51999) was presented and signed by Chair Robbins.

Other Business: Discussion took place regarding the recent fire at 1 High Street that was occupied by the victim who was a Reading Section 8 Voucher Holder.

NEXT BOARD MEETING: April 6, 2020; May 4, 2020

20-080 VOTED TO ADJOURN: 6:39 P.M. Move Diane Cohen Second Timothy Kelley Vote 5-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director