

READING HOUSING AUTHORITY

MINUTES OF THE REGULAR BOARD MEETING, APRIL, 2017

A regular business meeting of the Reading Housing Authority was held on Monday, April 3, 2017 at 5:30 P.M at the office of the Reading Housing Authority the town of Reading, Mass. The meeting was **called to order at 5:30 P.M.** with the Chair, Kevin F. Mulvey presiding. Those members present and forming a quorum were Richard Robbins and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Diane Cohen and Timothy J. Kelley were absent.

Minutes **Move** Richard **Second** Lynn **Vote** 3-0

17-059 VOTED: To accept for the record the Minutes of the Regular Business Meeting of March 6, 2017, as presented.

Finances **Move** Richard **Second** Lynn **Vote** 3-0

17-060 VOTED: To approve and sign the checkroll/billroll for the period for Accounts Payable Check #6784-6821 Payroll Summary as presented for March 2017. Section 8 Voucher Program; April 1, 2017 wire transfer in the amount of \$103,906.14 as presented.

Finances **Move** Lynn **Second** Richard **Vote** 3-0

17-061 VOTED: To certify receipt of monthly operating statements for all RHA programs for the month end, February 2017 of the current fiscal year.

DOS Rate Change **Move** Richard **Second** Lynn **Vote** 3-0

17-062 VOTED: To accept and approve the minimum base wage rates as presented by Comm. Of MA, DOS effective 04/01/17 for General Maintenance @ \$ 28.48 base rate and Maintenance Man II @ \$26.62 base rate.

HUD Annual Agency Plan Update **Move** Richard **Second** Lynn **Vote** 3-0

17-063 VOTED: To approve the RHA submission of Civil Right Certification as part of the RHA HUD Annual Agency Plan update to HUD as presented.

667 1&2, Flooring Install Project **Move** Richard **Second** Lynn **Vote** 3-0

17-064 VOTED: To approve and authorize Executive Director, Lyn Whyte to award and enter into a contract with Allstate Asbestos Abatement of Lowell, MA, the lowest, eligible and responsible bidder to install flooring at our 667 1&2 elderly development on Frank D. Tanner Drive, Reading, MA at a cost of \$37,000.00.

Trash Contract **Move** Richard **Second** Lynn **Vote** 3-0

17-065 VOTED: To authorize the Executive Director to sign a one year service agreement with Hiltz of Gloucester, MA, renewable annually for an additional two years, at a cost not to exceed \$740.00 per month for pickup at our 667 elderly development the first year and as noted in agreement for years two and three. Said contract shall have a 60 day notice escape clause for either party. Vendor is required to supply the necessary insurance coverage before commencing the contract.

Personnel Matters:

- Confirmation of submittal of Board Attendance to DHCD for month of March, 2017 was provided to Board.
- Emily's return date to work was April 3, 2017.

Report of Programs:

- Vacancy Report- Lyn Whyte, E.D. provided March monthly vacancy report for all programs. At this time, all programs are fully leased.
- Sec 8 Report- Report provided by Executive Director. CHA as administering agency for the RHA section 8 program has 104 vouchers leased utilizing full capacity of funding. Future funding is

limited to one to two months of advance notice only. At this time, new vouchers are not being issued due to lack of additional funding to support full lease-up.

- Resident Service Coordinator- Current Tannerville Newsletter provided. Note tenant meeting scheduled for April 5, 2017 to inform residents of upcoming projects.
- Monthly Work Order/Maintenance Report for month of March, 2017.
- Forwarded approved December 2016 and January 2017 Board Meeting Minutes to Town Clerk 03/07/17.

New Business:

- Executive Director requested approval of new DOS (Dept. of Occupational Services) wage rates for maintenance staff effective April 1, 2017 per DOS notification letter dated March 3, 2017. Motion was presented and approved.
- Executive Director requested approval to sign and submit annual Civil Rights Certifications as part of the RHA HUD Annual Agency Plan Update. Motion was presented and approved.
- Executive Director requested approval to enter into contract in the amount of \$37,000 with Allstate Asbestos Abatement, the lowest, eligible and responsible bidder on modernization project FISH #246051 for installation of new hallway flooring at our 667 1&2 elderly development. Motion was presented and approved.
- Executive Director requested approval to enter into contract with Hiltz Waste Disposal Inc., Gloucester, MA, for trash disposal at our 667 1&2 elderly development effective June 1, 2017. The contract is a one year service agreement with an option to renew for an additional two years if the housing authority chooses to exercise that option. A motion was presented and approved.
- Update only; DHCD Public Housing Notices PHN 2017-07 & PHN 2017-08 regarding ongoing and potential changes in regulations regarding both modernization of public housing and tenant participation in regard to tenant board member elections was provided to all Board members for their review. Implementation of any changes has not yet been finalized.

Real Estate Matter:

- Gazebo Circle: Unit 411 Foreclosure sale update. There is a potential buyer for said property; however, title is not yet clear. RHA legal counsel, Mr. Brad Latham, has asked for remediation for the RHA before relinquishing any rights to this affordable unit. Additional updates in this regard will be provided to the Board as they become available.
- Gazebo Circle: Potential resale of an affordable 3-BR unit. Owner has asked that her adult child be given the opportunity to purchase the affordable unit from her. The adult child has met all criteria to participate in the First Time Homebuyers program associated with this property and she is in the process of securing financing. The unit will remain as an affordable unit upon resale.

Board Schedule

MAY, 2017 BOARD MEETING; 05/08/2017 @ 5:30 pm

17-066 TO ADJOURN: 6:00 PM. Move Richard Second Lynn Vote 3-0

Respectfully submitted,



Lyn E. Whyte, Secretary & Executive Director
