

# ***READING HOUSING AUTHORITY***

**MINUTES OF THE REGULAR BOARD MEETING, SEPTEMBER, 2017**

A regular business meeting of the Reading Housing Authority was held on Monday, September 11, 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, Diane L. Cohen presiding. Those members present and forming a quorum were Timothy J. Kelley, Kevin Mulvey and Lynn Hodgdon as well as the Secretary/Executive Director, Lyn Whyte. Richard Robbins was absent.

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

**18-022 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of August 07, 2017, as presented.

**Special Minutes**      **Move** Lynn      **Second** Kevin      **Vote** 3-0

**18-023 VOTED:** To accept for the record the Minutes of the Special Business Meeting of August 10, 2017, as presented.

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

**18-024 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #7007-7051 Payroll Summary as presented for August, 2017. Section 8 Voucher Program; September 1, 2017 wire transfer in the amount of \$98,655.73 as presented.

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

**18-025 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end, July 2017 of the current fiscal year.

**Certificate of Final Completion; FISH #246052**      **Move** Kevin      **Second** Lynn      **Vote** 4-0

**18-026 VOTED:** To approve, sign and submit the *Certification of Final Completion* and *Certificate of Compliance with Bidding Laws and Capital Plan* to DHCD in the amount of \$2661.30 for costs associated with project number 246052; Installation of new windows in detached garage at our 689 state development located at 74 Bancroft Road. Project costs to be reimbursed to RHA by DHCD through capital funding program.

**Certificate of Final Completion; FISH #246053**      **Move** Kevin      **Second** Lynn      **Vote** 4-0

**18-027 VOTED:** To approve, sign and submit the *Certification of Final Completion* and *Certificate of Compliance with Bidding Laws and Capital Plan* to DHCD in the amount of \$10,863.45 for costs associated with project number 246053; Repairs and improvements to entry steps/porches at RHA 705-2 family development located on Oakland/Waverly Road. Project costs to be reimbursed to RHA by DHCD through capital funding program.

**Approval of Full-Time Employee**      **Move** Tim      **Second** Lynn      **Vote** 4-0

**18-028 VOTED:** To approve the promotion of RHA part time Maintenance Man II employee Edward Bennett to full time effective September 25, 2017 at the current DLI rate of \$26.62 for said position due to the impending retirement of the RHA Maintenance Supervisor. The promotion is within our budget and per our RHA Hiring Policy.

**Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of August, 2017 was provided to Board.
- Executive Director Search: New executive director is due to start on October 2<sup>nd</sup>. All contracts and supporting documentation has been submitted to DHCD for final approval.
- RHA maintenance staff person has given notice of his impending retirement as of December 5, 2017. That position of maintenance supervisor will not be filled at this time; however, present part time employee will have his hours expanded to forty hours effective September 25, 2017.

### Report of Programs:

- Vacancy Report- Emily LaMacchia, Housing Manager provided August monthly vacancy report for all programs. At this time, we have had two elderly vacancies in the month of August and screening is underway to lease those two vacant units by months end. We also have a family vacancy this month and the unit was leased up with a local resident.
- Sec 8 Report- Report provided by Executive Director. CHA as administering agency for the RHA Section 8 program has 99 vouchers leased and approximately nine vouchers out looking. Plans are to lease up new vouchers prior to the calendar year end funding to support full lease-up. Overall, the program remains financially solvent.
- Resident Service Coordinator- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for month of August, 2017.
- Forwarded approved July, 2017 Board Meeting Minutes to Town Clerk on or about 08/08/17.

## New Business:

- Executive Director requested review and subsequent vote to close FISH project # 246052; installation of new windows in the detached garage at our 689-1 Bancroft property. Certificate of Compliance and Certificate of Completion in the amount of \$2,661.30 was presented for approval. Motion to close was made and voted. All supporting documentation will be submitted to DHCD for reimbursement to the RHA for all costs associated with said project.
- Executive Director requested review and subsequent vote to close FISH project # 24605; repair and upgrades to six porches located at our 705-01 property on Oakland/Waverly property. Certificate of Compliance and Certificate of Completion in the amount of \$10,863.45 was presented for approval. Motion to close was made and voted. All supporting documentation will be submitted to DHCD for reimbursement to the RHA for all costs associated with said project.

## **Real Estate Matter:**

- Gazebo Circle: Unit 411 Foreclosure sale update. No new information at this time. Any additional information will be provided to the Board as it become available.
- Sanborn Units: The RHA has lost four units located at 52 Sanborn Street due to a large fire on June 1, 2017. The process of filing insurance claims, determining structural damage and potential costs to rebuild continues. Unit owners did vote to proceed with the repair of said building with the hope that unit owners will be able to eventually return to their units. As an owner, we have continually been kept informed by the management company of this ongoing process and an additional meeting may be scheduled for mid to late September with additional construction and rehab updates. At this time, owners have been informed to suspend HOA dues effective 9/1/17. In addition, the RHA is in receipt of monies from our insurance company for loss of income for an expected twelve month period for all four of our units. Monies have been deposited in the RHA-Owned account and will be noted accordingly in our monthly operating statements. Overall, this remains an active process that may take years to finalize. The Board will be updated as more information becomes available to us.

### Board Schedule

**October, 2017      BOARD MEETING:      Date pending for the month of October**

18-029 TO ADJOURN: 6:05 PM. Move Kevin Second Lynn Vote 4-0

Respectfully submitted,

Kyn El Whyle

Lyn E. Whyte, Secretary & Executive Director