

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING, OCTOBER 16, 2017**

A regular business meeting of the Reading Housing Authority was held on Monday, October 16, 2017 at the office of the Reading Housing Authority, Reading, MA. The meeting was **called to order at 5:50 P.M.** with the Vice-Chair, Richard Robbins, presiding.

Members Present: Richard Robbins, Timothy J. Kelley, Lynn Hodgdon

Members Absent: Kevin Mulvey, Diane Cohen

Others Present: Julie M. Johnston, Executive Director; Linda Whyte, Former Executive Director

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

**18-030 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of 09/11/2017, as presented.

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

**18-031 VOTED:** To approve and sign the checkroll/billroll for the period for Accounts Payable Check #7052-7098. Payroll Summary as presented for September 2017. Section 8 Voucher Program: September 1, 2017 wire transfer in the amount of \$106,098.23 as presented.

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

**18-032 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end, August 2017 of the current fiscal year.

**Section 8 Payment Standards**                      **Move** Tim                      **Second** Lynn                      **Vote** 3-0

**18-033 VOTED:** To approve and adopt RHA Section 8 Payment Standards based on 100% of HUD's FY2018 Massachusetts Fair Market Rent Summary for Boston and Lowell Metropolitan Areas and 110% of the Lawrence Metropolitan area as presented by Executive Director and to be effective 11/01/2017.

**Personnel Matters:**

- Confirmation of submittal of Board Attendance to DHCD for month of September 2017 was provided to Board.
- MassNAHRO fall Conference is being held 11/13 & 11/14/2017. RHA Housing Manager, Emily LaMacchia, will be receiving her Massachusetts Public Housing Administrator (MPHA) Certification during an Awards Ceremony at the conference. Ms. LaMacchia and Executive Director will attend the conference one day, 11/13/17.

**Report of Programs:**

- Vacancy Report- Emily LaMacchia, Housing Manager provided September monthly vacancy report. 667-2 unit 30-6 was leased on 10/1/2017; 705-1 unit 89 Waverly Rd leased on 09/01/2017; 667-1 unit 9-8 vacant with expected lease up late October.
- Sec 8 Report- Section 8 program has 101 vouchers leased and 2 vouchers out looking.
- Current Tannerville Newsletter provided.
- Monthly Work Order/Maintenance Report for September 2017: 21 W/O; 18 Complete; 3 Incomplete.
- Forwarded approved September 2017 Board Meeting Minutes to Town Clerk for posting.

**New Business:**

- Executive Director requested approval of new Section 8 Payment Standards based on 100% of HUD's FY2018 Massachusetts Fair Market Rent Summary for Boston and Lowell Metropolitan Areas and 110% of the Lawrence Metropolitan area as presented. Upon discussion, a motion was presented and approved.
- Correspondence from Auditor regarding FYE 06/30/2017 Agreed Upon Procedures revealed "no exceptions" noted on all audited areas. Board members congratulated the RHA staff for their conscientious work.

**Real Estate Matter:**

- Gazebo Circle: Unit 411 Foreclosure sale update. According to attorney Brad Latham, there has been no activity as there is no clear title to the property yet.
- Sanborn Units: The RHA lost four units at 52 Sanborn Street due to fire damage on June 1, 2017. Board members were presented with an email dated 09/15/2017 from ORSH Trustees/Brigs LLC which provided an update on the progress of the Old Reading Schoolhouse. Highlights include: hiring of an architect and engineer; demolition crew moving along at strong pace; removal of damaged roof structure and pending replacement of roof and windows; ongoing investigation of cause of fire; HVAC re-design; insurance claims pending. Executive Director to attend Owner's Meeting on October 19, 2017 at 6:00 p.m. The Board will be updated as more information becomes available to us.

**Other Business:**

- RHA was contacted by Laurie Stanton, Regional Housing Services Coordinator, informing us of the pending sale of 75 Pearl Street. Due to the existence of a Memorandum of Understanding (MOU) dated 05/23/1995 by and between the Town of Reading, the RHA, and Reading Senior Living Associated LP, the current status of the MOU requires verification in connection with the proposed sale. RHA was presented with a draft copy of a joint letter to be reviewed and eventually signed by RHA and the Town of Reading confirming the current status of the MOU. However, Board Members determined that RHA, being a separate entity from the Town, could not sign a letter under Town's letterhead. Treasurer Kelley offered to review the matter and draft a separate letter on RHA letterhead in response to the RHA's position on this matter.
- Treasurer Kelley discussed possibility of changing future monthly Board Meeting time when more Members are present to provide their input.

**Board Schedule**

**BOARD MEETING:**                      **November 6, 2017 at 5:30 p.m.**

**18-034 TO ADJOURN:    6:50 PM.    Move   Tim   Second   Lynn   Vote   3-0**

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Respectfully submitted,



Julie M. Johnston, Secretary & Executive Director

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