

# ***READING HOUSING AUTHORITY***

**MINUTES OF THE REGULAR BOARD MEETING, December 4, 2017**

A regular business meeting of the Reading Housing Authority was held on Monday, December 4, 2017 at the office of the Reading Housing Authority, Reading, MA. Chair, Diane Cohen, called the meeting to order at 5:30 p.m.

Members Present: Diane Cohen, Richard Robbins, Timothy Kelley, Madeline Hodgdon, Kevin Mulvey

Members Absent: None

Others Present: Julie M. Johnston, Executive Director

**Minutes**    **Move**    **Timothy Kelley**    **Second**    **Madeline Hodgdon**    **Vote**    **5-0**

**18-041 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of November 6, 2017, as presented.

**Finances**    **Move**    **Timothy Kelley**    **Second**    **Richard Robbins**    **Vote**    **5-0**

**18-042 VOTED:** To approve and sign the checkroll/billroll for November 2017 for Accounts Payable Check numbers **7107 through 7146**; Payroll Summary as presented for November 2017 in the amount of **\$23,302.78**; and, Section 8 Voucher Program: Wire transfer of funds in the amount of **\$105,665.73** as presented.

**Finances**    **Move**    **Timothy Kelley**    **Second**    **Richard Robbins**    **Vote**    **5-0**

**18-043 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month end, October 31, 2017 for the current fiscal year.

**Other Business (State Wage Match)**    **Move**    **Timothy Kelley**    **Second**    **Richard Robbins**    **Vote**    **5-0**

**18-044 VOTED:** To certify that all authorized employees at Reading Housing Authority have read and understand the contents of Public Housing Notice 2017-24 on the proper use and compliance with Wage Match for State Housing Program Tenants.

**Other Business (Audit Services)**    **Move**    **Richard Robbins**    **Second**    **Timothy Kelley**    **Vote**    **5-0**

**18-045 VOTED:** To authorize Executive Director to sign a one (1) year agreement for audit services with Guyder Hurley at a cost not to exceed \$3600 for DHCD's Agreed Upon Procedures audit and \$7200 for HUD's A-133 audit for the Section 8 Housing Choice Voucher program.

**Other Business (Legal Services)**    **Move**    **Timothy Kelley**    **Second**    **Richard Robbins**    **Vote**    **5-0**

**18-046 VOTED:** To authorize Executive Director to sign a three (3) year agreement for legal services for housing and rental assistance programs with Driscoll & Driscoll, P.C., at a cost not to exceed \$160 per hour.

**Director's Report/Program Updates:**

- Vacancy Report- Emily LaMacchia, Housing Manager provided December monthly vacancy report for all programs. Unit 37-7 was vacated 10/31; Unit 37-2 vacated 11/3; Unit 32-4 Leased 11/15. RHA owned property at 41 Wilson Street was leased on 12/1/17.
- Sec 8 Report- CHA as administering agency for the RHA reports 103 vouchers leased and five (5) vouchers out looking. HUD recaptured \$44,871 of our Restricted Net Position on 11/1/2017. Upon our request, HUD approved a disbursement from our HUD Held Reserves of \$6600 to cover our anticipated deficit for 12/1/2017 and 01/01/2018 due to the recapture of funds.
- Monthly Work Order/Maintenance Report for month of November 2017: 43 work orders generated; 40 completed and 3 incomplete.
- Forwarded approved October 2017 Board Meeting Minutes to Town Clerk; November Board Member

attendance reported to DHCD.

-Several tenant activities and staff training opportunities are taking place in December. Board Members were invited to attend the annual holiday luncheon at Tannerville on Wednesday, December 20, 2017.

- Discussion took place regarding the specific backup documents and reports to be provided to the Board for future meetings.

**New Business:**

-DHCD notice PHN 2017-24 regarding Wage Match for State Housing Program Tenants requires DHCD to provide periodic information about Wage Match System and to ensure LHA's are informed of the confidentiality requirements and penalties for non-compliance. RHA employees authorized to access Wage Match are Director Johnston and Housing Manager, Emily LaMacchia. The Wage Match System authorizes DHCD to exchange information with Dept. of Revenue to ensure income reported by tenants is correct.

- Financial Audit Report conducted by John H. Ross, CPA for fiscal year end June 30, 2017 states there were no audit findings required to be reported in accordance with RHA financial statements, federal awards, and state awards.

- John Ross has indicated to Tom Fowler, RHA Fee Accountant, that he may not continue to perform audits in the future. Director Johnston reports good rapport with Guyder Hurley Accounting firm and recommends entering into a one-year contract with Guyder Hurley to perform federal and state audits for fiscal year end June 30, 2018.

-The Law Firm of Driscoll & Driscoll, P.C., has performed legal services for RHA in the past. Director Johnston recommends continuing to utilize Driscoll & Driscoll, P.C., to provide legal services for housing and rental assistance programs of the RHA, as directed by the RHA, at the rate of \$160 per hour.

**Real Estate Matter:**

-Old Reading Schoolhouse, 52 Sanborn Street. A contractor was chosen to complete phase one of the reconstruction process. Phase one is the replacement of the roof and making the building weathertight. A pre-construction meeting is scheduled for next week with the Architect and Contractor to review drawings, specifications and scheduling. A meeting is also being scheduled with the Town of Reading officials to obtain a building permit to be filed next week. Things are moving forward, and we will be updated as they progress.

-RHA has been receiving phone calls from interested parties looking to sell or purchase 411 Gazebo Circle, unit 13. An email from Brad Latham, Esq., dated 11/27/2017 documents the history of the property. Board Members reviewed the email and discussed the affordable housing component of the property. It was determined that future inquiries may be directed to Treasurer Kelley in this matter.

**Other Business:**

-New emails have been established for RHA Administrative and Maintenance staff.

-RHA has received an approval letter from DHCD allowing us to "opt-in" and utilize the services of the Regional Capital Assistance Team.

-Town of Reading is hosting an Open Meeting Law webinar on 12/14/17 at 3:30 p.m. at the Reading Public Library. All Board Members are encouraged to attend.

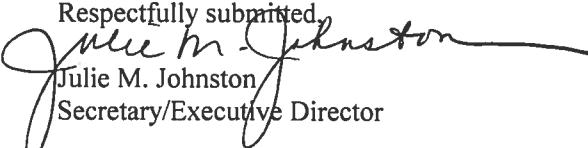
**Board Schedule**

**BOARD MEETING: Due to 01/01/2018 Holiday, the next Board Meeting will be held on 01/08/2018.**

**18-047 TO ADJOURN: 6:29 PM. Move Richard Robbins Second Madeline Hodgdon Vote 5-0**

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Respectfully submitted,

  
Julie M. Johnston  
Secretary/Executive Director