

READING HOUSING AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING April 9, 2018

A special business meeting of the Reading Housing Authority was held on Monday, April 9, 2018 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

Members Absent: Kevin Mulvey

Others Present: Julie M. Johnston, Executive Director

Minutes **Move** **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-074 VOTED: To accept for the record the Minutes of the Regular Business Meeting of April 2, 2018, as presented.

FY2018 Budgets **Move** **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-075 VOTED: That the proposed Operating Budget for State-Aided Housing of the Reading Housing Authority, Program 400-1 for fiscal year ending June 30, 2018 showing total revenue of \$540,475 and total expenses of \$541,680 thereby requesting a subsidy of \$10,000 be submitted to the Department of Housing and Community Development for its review and approval.

FY2018 Budgets **Move** **Timothy Kelley** **Second** **Richard Robbins** **Vote** **3-0**

18-076 VOTED: That the proposed Operating Budget for State-Aided Housing of the Reading Housing Authority, Program 689 for fiscal year ending June 30, 2018 showing total revenue of \$34,010 and total expenses of \$31,216 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Reading Affordable Housing Guidelines

Move **Richard Robbins** **Second** **Timothy Kelley** **Vote** **3-0**

18-077 VOTED: To adopt the Department of Housing and Community Development's Guidelines for General Law chapter 40B Comprehensive Permit Projects and the Subsidized Housing Inventory as the criteria set forth in establishing the Reading Affordable Housing Program Guidelines, as may be amended from time to time, and to file the Guidelines with the Town Clerk of the Town of Reading, Massachusetts.

FY2018 Budget Consideration:

FY2018 Budget Considerations were discussed including increase to maintenance Joseph Costello's rate by \$1.50/hour; 5% increase for administrative staff; Executive Director Salary Guideline Changes are not to be implemented in FY2018 and will be reconsidered in FY2019; elimination of the \$35,000 payment in lieu of units from Artis Senior Living of Reading.

1004 Gazebo Circle Affordable Unit Resale:

Discussion took place around the need to establish guidelines for the Reading Affordable Housing Program based on the language in the Deed Rider for 1004 Gazebo Circle that will subsequently affect other Deed Riders when owners convey their intention to sell. The Board agreed that adopting the DHCD Guidelines and filing the Guidelines with the Town Clerk is the best option at this time.

RHA Board Vacancy & RHA Letter of Candidate Support:

The Director reported that she is aware of 6 residents of Tannerville interested in the vacant position of State Tenant Representative. Three have submitted applications to the Town Clerk for consideration. The Board agreed that Vice-Chair, Richard Robbins and RHA Director would meet with the three candidates prior to making a recommendation to the Board of Selectmen.

Vinyl Shutter Replacement Project:

The Director is working with RCAT Project Manager to meet our 80% spending benchmark for Capital Improvement Projects for FY2018. The cancellation of the Maintenance Garage project has put us at a spending cap below 80% but by advancing the vinyl shutter replacement project in FY18, we will most likely be able to make up the deficit and reach our benchmark. The project will go out to bid on 04/18/2018, Pre-bid walk through scheduled for 04/26/2018, bid opening on 05/02/2018, and Board may vote to approve a contract on 05/14/2018 with a Notice to Proceed to be completed by 06/30/2018.

Tenant Meeting:

A Tenant Meeting for the residents of Tannerville will be held on May 14, 2018 at 10:00 a.m. to review the Capital Improvement Plan (CIP) and to take comments from the residents to bring to the Board for consideration prior to approving the CIP. Directly following the meeting, the Middlesex County Sheriff's office will be conducting a presentation for the residents about elder fraud, safety and how to protect against scams.

Board Schedule

BOARD MEETING: Next Regular Board Meeting scheduled for Monday, May 14, 2018 at 5:30 p.m.

18-078 VOTED TO ADJOURN: 7:12 P.M. Move Timothy Kelley Second Richard Robbins Vote 3-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director