

READING HOUSING AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING August 28, 2018

A SPECIAL business meeting of the Reading Housing Authority was held on Tuesday, August 28, 2018 at the office of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 7:30 a.m.

Members Present: Richard Robbins, Timothy Kelley, Beatrice Perkins, Charles Adams

Members Absent: Diane Cohen

Others Present: Julie M. Johnston, Executive Director, Thomas Fowler, CPA/Fee Accountant

Certification of Top 5 Compensation Form **Move** **Timothy Kelley** **Second** **Charles Adams** **Vote 4-0**

19-016 VOTED: To certify receipt of the Top 5 Compensation Form and approve submission to DHCD for fiscal year ending June 30, 2018, as presented.

Certification of Year End Financial Statements and Tenants Accounts Receivables Data

Move **Timothy Kelley** **Second** **Beatrice Perkins** **Vote 4-0**

19-017 VOTED: To certify that the facts and information provided in the year-end financial statements and tenants accounts receivables for programs 4001 and 689-1 for the fiscal year ending June 30, 2018, as presented, are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the physical condition of the development and the Housing Authority for this period.

Certification of Compliance-Lead Paint Laws **Move** **Timothy Kelley** **Second** **Charles Adams** **Vote 4-0**

19-018 VOTED: To certify RHA lead based paint compliance with federal and state laws and regulations for Fiscal Year End June 30, 2018.

Review of Fiscal Year End 06/30/2018 Financial Statements: Thomas Fowler, CPA/Fee Accountant, presented the FYE 2018 Financial Statements to the RHA Board. Comments brought up by Member, Diane Cohen in an email dated 8/26/18, (who was unable to attend the meeting), were addressed with the Board by Mr. Fowler and Director Johnston. Additional questions raised by the Board were also addressed.

FYE 2018 Audit by Guyder/Hurley: In anticipation of RHA's upcoming FYE2018 Audit and Agreed Upon Procedures (AUP) Audit, Guyder/Hurley requests RHA Board responses to their questionnaire, "Inquiry of Those Charged with Governance." Board Members are requested to respond and return questionnaire as soon as possible before the Audit begins on October 9, 2018.

Trash Removal: Three (3) quotes were received for Trash Removal: (1) Hiltz Waste Disposal \$1632/month; (2) DBI Waste Systems, Inc. \$1750/month; and, (3) JRM Hauling & Recycling \$1292.40/month. Director Johnston is working with Jane Kinsella at DPW to negotiate an addendum to the Town's current contract with JRM to include trash removal for Tannerville. Recycling will be required if RHA enters into an agreement with the Town. Commissioners discussed instituting recycling options at Tannerville as a routine practice. We will continue to use Hiltz until a new contract is negotiated with a vendor.

Monthly Board Packet Delivery: Chair Robbins suggested RHA Members receive their monthly packets electronically instead of by delivery of hard copy. After some discussion Members determined their preferred method is by hard copy.

Tannerville Cookout: This year's event will be held on Wednesday, September 12th at noon in the community room. Commissioners are all invited to attend as well as members from the DPW, Town Manager, and other local officials. Past employees will also be invited. Director Johnston reached out to the local Board of Health

informing them of our plans. They have not returned our phone call yet.

Board Schedule

NEXT BOARD MEETING: September 10, 2018 @ 5:30pm

19-019 VOTED TO ADJOURN: 8:37 A.M. Move Timothy Kelley Second Beatrice Perkins Vote 4-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director