

**READING HOUSING AUTHORITY**  
**MINUTES OF THE REGULAR BOARD MEETING January 7, 2019**

A regular business meeting of the Reading Housing Authority was held on Monday, January 7, 2019 at the office of the Reading Housing Authority, Reading, MA. Chairman, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Charles Adams

Members Absent: Diane Cohen, (State Tenant Representative Currently Vacant)

Others Present: Julie M. Johnston, Executive Director

The Reading Housing Authority Board of Commissioners did not meet in December 2019.

**Minutes**                      **Move Timothy Kelley**                      **Second Charles Adams**                      **Vote 3-0**

**19-040 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of November 5, 2018 as presented.

**Finances**                      **Move Timothy Kelley**                      **Second Charles Adams**                      **Vote 3-0**

**19-041 VOTED:** To approve and sign the check-roll for November and December 2018 for Accounts Payable Checks numbered 7580 through 7642, and electronic fund transfer #120918, as presented.

**Finances**                      **Move Charles Adams**                      **Second Timothy Kelley**                      **Vote 3-0**

**19-042 VOTED:** To approve the Payroll Register for November and December 2018 as presented.

**Finances**                      **Move Timothy Kelley**                      **Second Charles Adams**                      **Vote 3-0**

**19-043 VOTED:** To approve the Section 8 Voucher Program wire transfer for December 2018 in the amount of \$119,416.07 and January 2019 in the amount of \$114,777.76, as presented.

**Finances**                      **Move Timothy Kelley**                      **Second Charles Adams**                      **Vote 3-0**

**19-044 VOTED:** To certify receipt of monthly operating statements for all RHA programs for the month ending November 30, 2018.

**Finances:** FY 2019 Budgets for 4001 and 689 have been approved by DHCD. We will begin working on extraordinary maintenance items identified in the budgets and will issue retroactive pay changes in the January payroll.

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

**Vacancy Report:**

<b>Unit</b>	<b>Vacant</b>	<b>Maint. Ready</b>	<b>Leased</b>	<b># Days Vacant</b>
08-8	11/16/2018	(DHCD approved waiver to 02/16/2019)		
32-3	12/16/2018			
17-1	01/31/2019			

**Section 8 Housing Choice Voucher Program Update:**

**January 2019:** 102 Vouchers Leased; 6 Ported Out; 2 Vouchers Pending. Total HAP Paid \$109,159.96+Admin Fees \$5817.80 =\$114,777.76

**Maintenance Work Orders from 07/01/2018 to 12/31/2018:** Total Count: 360, Completed: 353, Incomplete: 7

**Training/Meetings:**

12/5/18: CHAMP Training in Woburn HA, Susan attended

12/3 & 12/4/18: MassNAHRO fall Conference in Natick, Julie and Diane attended.

12/19/2018: MassNAHRO Rent Calculation in Peabody, Julie attended.

**Resident Events:**

12/2/18 – Sunday Brunch hosted by RHS Honor Society  
12/12/18- Blood Pressure Clinic at Tannerville  
12/11/18 – (Tuesday) Holiday Luncheon for Tannerville Residents (50 attended)  
12/16/18 – Thank you card from resident Pastor Lewis MacLean and his group  
12/17/18 – (Monday) Parker Middle School Arts & Crafts Visit (17 students)

**Monthly Reporting Requirements:**

DHCD: Board Attendance Submitted for November 2018 Meeting; Board Meeting Cancelled for December 2018

Town of Reading and RHA Website:

Board Agenda Posted for December 3, 2018 Meeting

Cancelled: 12/03/18 Board Meeting – No Quorum

Board Approved Minutes posted for October 1, 2018 Meeting

Community Health Initiative Grant – Request for Proposal Posted to RHA Website

Recommendation to drop the 2016 Minutes from Commissioners-Meetings page when we add the first approved 2019 minutes. If we want to keep the Minutes online more than 2+ years they recommend a Board Meetings Archive page, similar to Chelsea HA. Board wants to establish and maintain an archive page.

**Conflict of Interest Certification/LHA Mandatory Board Member Training:**

RHA staff completed the training and have acknowledged receipt of COI law for municipal employees. Board Members to send a copy of the completion certificate to Town Clerk's office. Newest member, Charles Adams to complete LHA Mandatory Board Member Training by 01/31/2019.

**New Trash Service with JRM:**

12/4/2018 – Service began with JRM, no problems or issues, very professional and prompt with delivery of new totes and routine collection. No disruption to RHA or residents. Hiltz removed their dumpster and totes with no problems or issues.

**Building 4 Fire Alarm Panel Installed on 12/17/18:**

Building 4 experienced a power surge that knocked out the annunciator. If there was a fire the main panel would sound alarm but there would be no indication of which unit was in trouble. New fire alarm panel was installed by American Alarm to repair panel that was damaged by power surge (cost estimate \$2500).

**Capital Improvement Project Update:** DHCD Project 246062, Exterior Door Replacement and Balcony Repair project has been assigned to Andrew Brockway, AIA, architect for schematic design and project management for a total fee of \$11,500. Asbestos and lead have been identified and will need to be addressed in the scope of work. There may be DHCD emergency funds available for asbestos and lead abatement.

**Board Vacancy/State Tenant Representative Position:** Reading Select Board is working on establishing sub-committee to interview and make recommendations at the January 22 or February 12 Select Board meeting.

**Performance Management Review (PMR):** RHA had a rating of "No Findings" in the areas of Occupancy Rate, Capital Improvement Submission, Capital Spending, Operating Reserves; and, a rating of Operational Guidance/Corrective Action in the area of budget to actual variance and tenant accounts receivable reporting. PMR identified that RHA spending was actually under budget by 28.4% in account No. 4600/Total Other Expenses. Despite this variance RHA is pleased to report that overall the agency was at or under budget in all accounts identified on the PMR.

**Accounting Services/Request for Proposal:** Three (3) RFPs were sent for Fee Accounting Services for FY2019. Responses were due back 01/03/2019. Results were as follows: Fenton, Ewald & Associates \$21,350; Milne, Shaw & Robillard PC \$19,760; Richard W. Conlon, Jr., CPA "not taking new clients." After some discussion, the Board will review the submitted proposals for further discussion at future meeting.

**NEXT BOARD MEETING: February 4, 2019 @ 5:30pm**

**19-045 VOTED TO ADJOURN: 6:42 P.M. Move Timothy Kelley Second Charles Adams Vote 3-0**

Respectfully submitted,

*Julie M. Johnston*

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Secretary/Executive Director