

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING February 11, 2019**

A regular business meeting of the Reading Housing Authority was held on Monday, February 11, 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, Diane Cohen

Members Absent: Charles Adams, (State Tenant Representative Currently Vacant)

Others Present: Julie M. Johnston, Executive Director

**Minutes**      **Move** **Timothy Kelley**      **Second** **Diane Cohen**      **Vote** **3-0**

**19-046 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of January 7, 2019, as presented.

**Finances**      **Move** **Timothy Kelley**      **Second** **Diane Cohen**      **Vote** **3-0**

**19-047 VOTED:** To approve the check-roll for January 2019 for Accounts Payable Checks numbered 7643 through 7688, as presented.

**Finances**      **Move** **Timothy Kelley**      **Second** **Diane Cohen**      **Vote** **3-0**

**19-048 VOTED:** To approve the Payroll Register for January 2019 as presented.

**Finances**      **Move** **Timothy Kelley**      **Second** **Diane Cohen**      **Vote** **3-0**

**19-049 VOTED:** To approve the Section 8 Voucher Program wire transfer for February 2019 in the amount of \$115,386.76, as presented.

**Finances**      **Move** **Diane Cohen** **Second** **Timothy Kelley** **Vote** **3-0**

**19-050 VOTED:** To certify receipt of FY19 monthly operating statements for all RHA programs for the months ending December 31, 2018.

**Capital Improvement Plan**      **Move** **Diane Cohen**      **Second** **Timothy Kelley** **Vote** **3-0**

**19-051 VOTED:** To approve the Reading Housing Authority Capital Improvement Plan for Fiscal Years 2020 through 2024, as presented.

**Fee Accounting Services Contract**      **Move** **Diane Cohen** **Second** **Timothy Kelley** **Vote** **3-0**

**19-052 VOTED:** To award the Contract for Fee Accounting Services for FY2019 to Fenton, Ewald & Associates, P.C. Certified Public Accountants, 280 Hillside Avenue, Needham, MA 02494.

**Director's Report**

**Vacancy Report:**

<b>Unit</b>	<b>Vacant</b>	<b>Maint. Ready</b>	<b>Leased</b>	<b># Days Vacant</b>
08-8	11/16/2018	12/03/2018	02/01/2019	75
32-3	12/16/2018	01/07/2019	01/09/2019	25
17-6	01/09/2019			
17-1	01/31/2019			
42 Waverly	01/17/2019 (Vacated in Violation/No Notice Provided)			

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

February 2019: 102 Vouchers Leased; 6 Ported Out; 1 Vouchers Pending. Total HAP Paid \$109,838.96 +Admin Fees \$5617.80 -Fraud Repayment \$70=\$115,386.76

**Maintenance Work Orders from 07/01/2018 to 01/31/2019:** Total Count: 416; Completed: 413; Incomplete: 3

**Personnel:** Susan McLaughlin, Housing Manager, remains out on medical leave. Director Johnston is handling duties during absence including annual recertifications and tenant selection. Cassie Sutherland, Bookkeeper on vacation until 2/19. DHCD notice (PHN 2019-2) provides exemption for mailing costs and additional staffing for 01/01/19 thru 03/31/19; Director hired Temp staff, Lila Bennett on 2/8/19 to work Tuesdays and Fridays. Ms. Bennett worked part-time at RHA in past in Housing Manager capacity.

### **Trainings/Meetings Attended:**

01/08/19 – Peter Sanborn Place/Dementia Friendly Reading Outreach

01/14/19 – Meeting with RCAT to prepare Capital Improvement Plan

01/16 & 17 – CHAMP Webinars

01/24 – Housing Committee MassNAHRO

### **Monthly Reporting Requirements:**

**DHCD:** Board Attendance Submitted for January 2019 Meeting;

Quarterly Reports submitted through 12/30 - Vacancy Ledger; Operating Statements; Modernization Cost Report; Tenant's Account Receivable Submitted for 12/30; Quarterly Operating Statements

### Town of Reading and RHA Website:

Board Agenda Posted for January 2019 Meeting

Board Approved Minutes posted for November 2018 Meeting

**Capital Improvement Plan & Formula Funding:** Director held a DCHD required meeting for Tannerville residents on 02/04/2019 at 10:00 a.m. to discuss upcoming capital improvement projects. CIP plans were also shared with 689 Development at Bancroft Street. Residents comments were discussed and taken into consideration. DHCD has awarded RHA \$72,115 in Formula Funding for Fiscal Year 2022.

**Federal Government Shutdown Impact on Section 8 HCV Program:** Commissioners discussed the federal government shutdown and the continuing resolution that provides HUD funding for March and April if the federal government shuts down again in three weeks. Member Diane Cohen contacted Senators Markey, Warren and Representative Moulton encouraging their support in coming to an agreement to reopen the government to avoid severe impacts on recipients of housing assistance in our communities.

**Board Vacancy/State Tenant Representative Position:** Waiting for Appointing Committee to pick a date to meet.

**Performance Management Review (PMR):** DHCD has established a new metric to be included in PMR, Completion of Board Member Training. This rating will be based on the number of board members that have completed training. Currently, all Members have completed training except Charles Adams. The deadline to complete training has been extended from 12/31/18 to 03/31/19.

**Old Reading Schoolhouse Condominium:** RHA has been informed that there will be a 3-million-dollar assessment for funding the re-occupancy project and the amount owed by each unit is based upon a percentage interest as outlined in the condominium documents. RHA owns 1.44% interest per each of its four (4) units, resulting in an approximate assessment of \$172,800. In addition, unit 103 requires replacement windows as part of the re-occupancy project. Replacement windows will cost \$4,143 for unit 103.

**Affordable Housing Trust Fund:** The Reading Select Board has reached out to the RHA Board to establish a housing trust fund that utilizes the state enabling legislation. Chair Robbins and Assistant Chair Kelley agreed to follow up with Select Board Member Barry Berman to discuss further.

**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 discussion,

the Board determined that Fenton, Ewald & Associates has historically provided RHA with excellent financial reporting and fiduciary oversight and will continue with their firm for fee accounting services.

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

**19-053 VOTED TO ADJOURN:** **7:08 P.M. Move Diane Cohen Second Timothy Kelley Vote 3-0**

Respectfully submitted,

*Julie M. Johnston*

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Secretary/Executive Director