

***READING HOUSING AUTHORITY***  
**MINUTES OF THE REGULAR BOARD MEETING December 2, 2019**

A regular business meeting of the Reading Housing Authority was held on Monday, December 2, 2019 in the Community Room of the Reading Housing Authority, Reading, MA. Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Marie Hanson, Charles Adams

Members Absent: Diane Cohen

Others Present: Julie M. Johnston, Executive Director

**Minutes**                      **Move** Timothy Kelley    **Second** Marie Hanson                      **Vote** 4-0

**20-052 VOTED:** To accept for the record the Minutes of the Regular Business Meeting of November 4, 2019, as presented.

**Finances**                      **Move** Timothy Kelley    **Second** Marie Hanson                      **Vote** 4-0

**20-053 VOTED:** To approve the check-roll/bill-roll for November 2019 Accounts Payable Checks numbered 8048 through 8071, as presented.

**Finances**                      **Move** Marie Hanson    **Second** Timothy Kelley                      **Vote** 4-0

**20-054 VOTED:** To approve the Payroll Register for November 2019, as presented.

**Finances**                      **Move** Marie Hanson    **Second** Timothy Kelley                      **Vote** 4-0

**20-055 VOTED:** To approve the Section 8 Voucher Program wire transfer for December 2019 in the amount of \$128,245.90, as presented.

**Finances**                      **Move** Marie Hanson    **Second** Charles Adams                      **Vote** 4-0

**20-056 VOTED:** To certify receipt of FY20 monthly operating statements for all RHA programs for the four months ending October 31, 2019.

**Policy: Resident Charges for Services or Repairs**    **Move** Timothy Kelley **Second** Marie Hanson    **Vote** 4-0

**20-057 VOTED:** To approve the updated list of Resident Charges for Services or Repairs effective March 1, 2020.

**Directors Report/Program Update -**

**Vacancy Report:** All units leased up to date. PMR Audit results reviewed, no findings. Areas of operational guidance addressed. No further action required.

**Section 8 Housing Choice Voucher Program Update:** 103 Total Vouchers leased up for 11/01/19; SEMAP score of 96%, High Performer, for FYE 06/2019. Correspondence sent to HUD addressing Indicator #5 deficiency. No further action required.

**Maintenance Work Orders from 07/01/2019 to 11/30/2019:** Total Count: 385; Completed: 382; Incomplete:3  
Next Step Ministries volunteers are planning to build gazebos at Tannerville this summer with materials provided by RHA. Capital Improvement Plan (CIP) expected to be presented at February 2020 Board Meeting for review.

**Reporting Requirements:** A list of November events and reporting submittals for HUD, DHCD, Town, and RHA Website was presented. Tannerville Holiday Luncheon will be held on 12/18/19 at noon, catering provided by Fusilli's restaurant.

**Resident Charges for Services or Repairs:** Updated charge list will be provided to residents at all properties prior to effective date 03/01/2020. Updated list will be discussed at annual meeting for Tannerville residents in February.

**RHA Owned Properties:** Old Reading Schoolhouse condominium construction continues. Town Inspector now requires common area flooring installed prior to issuing partial occupancy which delays occupancy at least through 01/31/2020.

**NEXT BOARD MEETING: January 6, 2020; February 3, 2020**

**20-058 VOTED TO ADJOURN: 6:44 P.M. Move Timothy Kelley Second Marie Hanson Vote 4-0**

Respectfully submitted,

*Julie M. Johnston*

Julie M. Johnston  
Secretary/Executive Director