

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING August 3, 2020

A regular business meeting of the Reading Housing Authority was held on Monday, August 3, 2020. In accordance with Governor Baker's 3/12/2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §18, and the Governor's 3/23/2020 Revised Guidance Order Prohibiting Assemblage of More than Ten People, this meeting of the Reading Housing Authority was conducted via remote participation to the greatest extent possible. In person attendance by members of the public is prohibited, and all efforts will be made to permit public attendance of this meeting via remote access by telephone (conference call-in). Chair, Richard Robbins, called the meeting to order at 5:30 p.m.

Members Present: Richard Robbins, Timothy Kelley, Diane Cohen, Charlie Adams, Marie Hanson

Members Absent: None

Others Present: Julie M. Johnston, Executive Director, Richard Leco, D&V Mainsail Consultant

Minutes **Move** Diane Cohen **Second** Marie Hansen **Vote** 5-0

21-016 VOTED: To accept for the record the Minutes of the Regular Business Meeting of July 6, 2020, as presented.

Finances **Move** Marie Hansen **Second** Timothy Kelley **Vote** 5-0

21-017 VOTED: To approve the check-roll/bill-roll for July 2020 Accounts Payable Checks numbered 8308 through 8344, as presented.

Finances **Move** Diane Cohen **Second** Timothy Kelley **Vote** 5-0

21-018 VOTED: To approve the Payroll Register for July 2020, as presented.

5:47 p.m. Charlie Adams excused himself and was not in attendance for remainder of meeting.

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

21-019 VOTED: To approve the Section 8 Voucher Program wire transfer for August 2020 in the amount of \$142,504.46, as presented.

Fiscal Year End 06/30/2020 Certifications:

Move Diane Cohen **Second** Marie Hansen **Vote** 4-0

20-020 VOTED: To certify the Top 5 Compensation Form, Year-End Financial Statements & Tenants Accounts Receivables Data for fiscal year ending June 30, 2020, as presented.

Move Timothy Kelley **Second** Diane Cohen **Vote** 4-0

20-021 VOTED: To certify RHA compliance with notification procedures for federal and state lead paint laws and regulations for fiscal year ending June 30, 2020, as presented.

Contracts – Copy Machine Lease

Move Timothy Kelley **Second** Marie Hansen **Vote** 4-0

20-22 VOTED: To authorize the Executive Director to enter into a 48-month lease agreement under State Contract terms and pricing with Toshiba America Business Solutions, for a 4515AC copy machine, as presented.

Executive Director Hire: Presentation by Richard Leco, D&V Mainsail Consultant. Mr. Leco stated there are five (5) candidates of which he has forwarded corresponding resumes, cover letters and matrix to Director Johnston. All names of candidates are to remain confidential at this time. Board requests Mr. Leco conduct an in-depth vetting with goal of narrowing down candidates and rescoring matrix. In addition, Mr. Leco will prepare a short narrative on each. Once completed, the information will be presented to the Selection Committee

for review and determination how best to move forward with interview process. Board felt that in-person interviews preferred while practicing social distancing protocols.

Director's Report/Program Updates:

COVID-19: No known cases of COVID at RHA to report. Director reviewed DHCD recommendations for safe reopening in Phase 3 & 4.

Vacancies include two (2) units at Schoolhouse Condo.

Section 8 Housing Choice Voucher Program Update:

July 2020: 105 Vouchers Leased (2 Pending); August 2020: 107 Vouchers Leased

Maintenance Work Orders July 2020:

Total Count: 76 Completed: 72 Incomplete: 4

Reporting Requirements: A list of reporting submittals for DHCD, HUD, Town & RHA website presented.

Correspondence: (1) Senator Brad Jones's office inquiry about applicant; (2) Inquiry to lease parking space at Old Reading Schoolhouse; (3) MassDOT – Roadway improvement project adjacent to RHA property at 173 Main Street. Curbside project to enhance safety of sidewalk for pedestrians, wheelchair accessibility and widening the road. Due to trespass issues, RHA will be compensated for land, approximately 45 sq. ft. Initial discussion with MassDOT on 07/29/2020. We emphasized there is to be no obstruction to the driveway area that would impede resident and RHA access. Location of work will not affect use of driveway, will not affect Exterior Building Project. MassDOT anticipates work to begin in spring 2021.

RHA Owned Financing: After reviewing financing proposals from Northern Bank and Reading Cooperative Bank the Board opted to pursue financing through Reading Cooperative for a mortgage on Summer Avenue property in the amount of \$300,000 to cover second assessment at Old Reading Schoolhouse Condominiums and costs associated with the Exterior Building Renovation project at Main St. and Summer Ave.

Building Exterior Project at Main St. & Summer Ave.: Scheduled to appear in the Central Register on 08/12/2020, cost estimate \$100,000. Project will be electronically bid through BidDocs. Estimate completion by end of October 2020.

NEXT BOARD MEETING: September 14, 2020 (Monday following Labor Day Holiday)

21-023 VOTED TO ADJOURN: 6:33 P.M. Move Marie Hansen Second Timothy Kelley Vote 4-0

Respectfully submitted,

Julie M. Johnston

Julie M. Johnston
Secretary/Executive Director