

READING HOUSING AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING from January 11, 2022

A regular business meeting of the Reading Housing Authority was held on Monday, January 11, 2022. 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, Timothy Kelley, called the meeting to order at 5:30 p.m.

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

Members Absent:

Others Present: Executive Director; Kathryn Gallant

Minutes

22-52 VOTED: Move Diane Cohen Second Marie Hanson Vote 4-0

To accept for the record the Minutes of the Regular Business Meeting of the December 6, 2021 as presented.

Finances

22-53 VOTED: Move Diane Cohen Second Marie Hanson Vote 4-0

To approve the check-roll/bill-roll for December 2021 Accounts Payable Checks numbered 8911 through 8946 as presented.

22-54 VOTED: Move Marie Hanson Second Diane Cohen Vote 4-0

To approve the Payroll Register for December 2021, as presented.

22-55 VOTED: Move Charlie Adams Second Marie Hanson Vote 4-0

To approve the Section 8 Voucher Program wire transfer for January in the amount of \$168,705.28 as presented.

22-56 VOTED: Move Diane Cohen Second Marie Hanson Vote 4-0

To certify receipt of FY22 operating statement for all RHA programs for the month of October, 2021.

22-57 VOTED: Move Marie Hanson Second Diane Cohen Vote 4-0

To certify receipt of FY22 operating statement for all RHA programs for the month of November, 2021.

EXECUTIVE DIRECTOR REPORT/UPDATES January 2022

Section 8 Housing Choice Voucher Program Update:

December HAP Report – Total leased is 114 with 4 out searching

Maintenance Work Orders for November

Total Count: 87 Completed: 61 Incomplete: 26

UPDATES

- Christmas party held on December 19, 2021 – 26 residents in attendance.
- Christmas Carolers on December 14 and December 17, 2021.

- Christmas goodie bags put together by RHA staff were delivered to all Tannerville residents on December 22, 2021
- Parker Middle School sang to residents from outside the community room on 12-21-2021.
- Bathroom Fan Replacement Project update. Project amended to include asbestos remediation. Bid closed and have reviewed the low bid from Thomas E. Snowden, Inc. in the amount of \$217,000 and found the bid to be in order. Reference checks for Thomas Snowden currently being conducted.
- Worked with RCAT to Complete Capital Improvement plan, draft has been submitted as part of our Annual Plan, which will be presented to the board at the April meeting.
- Dead tree on the corner of Tannerville removed as a safety hazard.
- Covid 19 update: Out of an abundance of caution the RHA office has resumed a mask mandate in all common areas such as the community room, hallways and laundry room. Upcoming community room events may be put on hold until further notice.
- Family units inspected on December 21, 2021

**NEXT BOARD MEETING: DUE TO YEAR END ACCOUNTING, PROPOSING MONDAY
February 7, 2022**

22-58 VOTED TO ADJOURN: 6:07 P.M. Move Diane Cohen Second Charlie Adams Vote 4-0