

WELLESLEY HOUSING AUTHORITY
JUNE-JULY COMBINED BOARD MEETING MINUTES
Wednesday July 31, 2019 3:30pm
WASHINGTON STREET COMMUNITY HALL – 503 Washington Street

1. Roll Call:
Maura Renzella, Chairperson – present
Don Kelley, Vice-Chair – present
Tanya Morel, Vice-Chair – present
Michelle Chalmers, Assistant-Treasurer – present
Kathy Egan, Treasurer – present (came a few minutes late)
2. Approval of Minutes:
 - a) **Resolution #2019-38: Approval of the minutes for June 4, 2019** (rescheduled meeting from May 23, 2019)
 - i) Upon a duly made motion to approve minutes for June 4, 2019 made by Assistant Treasurer Michelle Chalmers, and seconded by Vice-Chair Don Kelley, the motion to approve was approved by the following vote: 4-0 (K.Egan was not present for vote)
3. Financial Reports:
 - a) **Resolution #2019-39: Motion to approve bill payments/warrant 16393-16460 in the amount of \$134,255.86.**
 - i) Upon a duly made motion to approve the bill payments/warrant made by Vice-Chair Don Kelley and seconded by Assistant-treasurer Michelle Chalmers, the motion was approved by the following vote: 4-0. (K.Egan was not present for vote)

Discussion:

- Executive Director Barnicle explained that one check was voided from the check run. Chairperson Renzella explained to board that the WHA is still paying the Needham Housing Authority. E.D. Barnicle reported payments for April, May & June Bookkeeping services plus Gary Kuphal's Project Management services as Needham did not bill Wellesley for April & May until June stated Chair Renzella.
 - There was a \$509.00 to E.D. payment as reimbursement. E.D Barnicle paid for the MassNAHRO conference because the agency does not have a company credit card. Chair Renzella suggested bringing to the attention of the Board any costs which he may have to incur for approval prior to submitting.
 - Executive Director Barnicle reports Home Depot & Lowe's credit cards are paid based on receipts in possession and Purchase Orders.
 - Question: Who is Cecelia Simchak? – Cecilia is the meeting minute taker/transcriber.
- b) **Resolution #2019-40 Motion to approve bill payments/warrant 16461-16521 in the amount of \$77,869.91.**
 - i) Upon a duly made motion to approve the bill payments/warrant made by Vice-Chair Don Kelley and seconded by Assistant-treasurer Michelle Chalmers, the motion was approved by the following vote: 5-0.

Discussion:

- Executive Director Barnicle explains to Vice-Chair Kelley and Assistant-Treasurer Chalmers that JR Language translation services is a service that allows the housing authority to have forms and letters professionally translated so residents have the notice in their native language.
- Executive Director Barnicle explains bill regarding carpets installation, postage & GIC Insurance, and provides breakdown of legal fees.

c) Monthly Financial Statement

i) May 2019 **Received and Place on file (no approval needed)**

Discussion:

- Executive Director Barnicle reports due to Accountant's and Bookkeeper's vacations, only May is being presented. WHA is right where it should be budget-wise with regard to spending and Maintenance costs.
- Questions regarding accounts receivables. Executive Director Barnicle reports some rents went up due to recertifications but will know more next month after some recalculations are completed after resident disputes.

4. TAR report by development

Discussion:

- Executive Director Barnicle compares May & June tenant rent due totals as May was in the \$27,000 range and June increased to \$48,953.83. The family developments went through their recertification process, and their new rents started on June 1st. Some repayment agreements will be necessary to assist tenants who owe money to the housing authority.
- Executive Director Barnicle explains that the recertification process was conducted per DHCD request and more rigorously than prior Management's process. income/asset reporting calculations. Approximately 20 percent of Barton Road tenants are now grieving new rents. Unreported incomes will begin to decrease, as well as increases in next month's rent collections.
- Fraud repayments (unreported monies) vs. regular repayment agreements were explained by E.D. Barnicle. DHCD specifies that the term fraud must be used when an income is not reported.
- Vice-Chair Kelly asked about overcharged tenants. Executive Director Barnicle replied more were undercharged than overcharged in rent for 2018. All family units have now been completely calculated. Chair Renzella reported the Cynthia from Leominster Housing has been active in training the Property Manager the correct procedures for redeterminations.
- Executive Director Barnicle explained fair collection processes & dialogs for repayment agreements and any future adjustments. Chairperson Renzella explains to the members that the more WHA collects in rents, the less the State subsidizes the Housing Authority. E.D. Barnicle states 2/3 of collections from fraud repayments can be kept going to our reserves. Chair Renzella explains any write-offs will only be for prior tenants and no current residents.
- Question RE: Vacancies? Executive Director Barnicle & Chairperson Renzella explain that DHCD has an employee at WHA office 1-2 days per week auditing &

compiling reports about vacancies, clearing up applicant waitlist, and will provide results of the findings to Management to correct any improper or not accurate practices for filling vacancies. Temporary worker has been hired for additional clerical duties. E.D. Barnicle cannot predict the timeline but at least a few more months before new move-ins from corrected waitlist.

5. Executive Directors Report

- See attached report

- Questions from Board:

- Building/Grounds Inspections:

Vice-Chair Kelly asked how tenants are to be notified of what needs to be removed. Executive Director Barnicle responds it will be delivered by hand by Maintenance. If not removed by the noted date, the WHA will physically remove & dispose of items cited & charge all incurred fees directly to the resident.

Board requests a tenant signature line be added to ensure receipt of notice and add line for signing acknowledgement of costs assessed, if any, to resident. E.D. Barnicle explained that the Town Dump will bill WHA and the direct cost is invoiced to the tenant. Chairperson Renzella asks the billing be an administrative responsibility and Maintenance only report what is removed not assess charges.

Vice-Chair Morel questions delivery of notice & claims mail-slots not being utilized for notice delivery. (Tabled for Citizen Speak)

- Chairperson Renzella requests translation to notices need to be addressed & need to identify which languages most spoken. DHCD requires signing in English. Requests E.D. Barnicle to inquire to other housing authorities on how they properly communicate rules and lease to speakers of other languages.
- Treasurer Egan requests communication to residents of findings on pest control & the actions required to resolve any issues. Executive Director Barnicle acknowledged ongoing conversations to residents' issues regarding pest control.
- Treasurer Egan questions 2 checks from the bill pay. (\$972.00) mold analysis testing & furniture purchases – Executive Director Barnicle indicates water damage to a Washington St. apartment necessitated buying new items & tenant back in unit now. Tenant reported that mold was present in unit, so WHA tested unit to make sure any possibility of mold could be rectified if mold was found.

6. Old Business:

- a) **Resolution #2019-37: Approval Wellesley Housing Authority By-law** (Tabled from June 4th meeting)

- i) Upon a duly made motion to approve the Wellesley Housing Authority By-laws made by Vice-Chair Don Kelley, and seconded by Assistant Treasurer Michelle Chalmers, the motion to approve was approved by the following vote: 5-0.

Discussion: Executive Director Barnicle to update date in Bylaws to reflect the date in which the vote was taken and approved.

7. New Business

- a) **Resolution #2019-43:** Approval of Washington Street Parking Lot Memorandum of Understanding

- i) Upon a duly made motion to approve the Washington Street Parking lot Memorandum made by Vice-Chair Don Kelley, and seconded by Assistant Treasurer Michelle Chalmers, the motion to approve was approved by the following vote: 5-0

Discussion:

Executive Director Barnicle confirms for Treasurer Egan that the attorney has put in a stipulation to the agreement that either party can terminate the easement with written notice after a certain time period.

***June-July Board meeting is recessed so Annual Meeting can be called to order to vote for the Board of Commissioners positions. ***

**Annual Meeting of Wellesley Board of Commissioners:
July 31, 2019 4:43 PM
Washington Street Community Hall**

- 1) Roll Call - Maura Renzella, Chairperson – present
Don Kelley, Vice-Chair – present
Tanya Morel, Vice-Chair – present
Michelle Chalmers, Assistant-Treasurer – present
Kathy Egan, Treasurer – present
- a) Chairperson Renzella asks board for nominations for positions. Chairperson Renzella wishes to continue serving as board Chairperson. Kathy Egan wishes to continue serving as Treasurer. Tanya Morel wishes to continue serving as Vice-Chairperson. Don Kelley and Michelle Chalmers to be confirm roles as Commissioners.
 - i. Roll Call Vote:

Maura Renzella – Aye	Kathy Egan – Aye
Tanya Morel – Aye	Michelle Chalmers – Aye
Don Kelley – Aye	

Vote passed unanimously 5-0

Meeting Closes at 4:45 PM – Commissioner Kelley departs meeting

June-July Board meeting is resumed

- b) **Resolution #2019-41: Approval of 2019 Wage Match**

- i) Upon a duly made motion to approve the 2019 Wage Match made by Treasurer Kathy Egan, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 4-0.

Discussion:

- Executive Director Barnicle presents annual form to be signed by tenants through the recertification process. E.D. Barnicle shows board that a vote must be taken yearly to approve the wage match and the form is signed by the E.D. and the Chairperson after the vote is taken. The process is explained by DHCD in **Public Housing Notice #2019-16**.

c) **Resolution #2019-42: Approval of Non-rental charges for tenants**

- i. Upon a duly made motion to discuss the Approval of Non-rental Charges for tenants made by Treasurer Kathy Egan and seconded by Commissioner Michelle Chalmers, the motion was opened to discussion

Discussion:

- Treasurer Egan asks what “as billed” means. Executive Director Barnicle explains it is the direct cost to the housing authority, as billed by the vendor.
- Vice-Chairperson Morel asks for definition of damage and wear and tear to be included on form.
- Chairperson Renzella requests the specific appliance terms be defined on form.
- Board of Commissioners requests additional information be defined and be brought to August 2019 Meeting for approval.

Resolution #2019 – 42 is tabled.

d) **Resolution #2019-44 Approval of FY 2020 CIP (Capital Improvement Plan)**

- i. Upon a duly made motion to approve FY 2020 CIP (Capital Improvement Plan) made by Treasurer Kathy Egan, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 4-0.

Discussion:

- Vice-Chairperson Morel requests a laundry room for Washington Street Complex be inquired about with RCAT (Regional Capital Assistance Team) for future CIP’s.

e) **Resolution #2019-45 Approval of new Parking Policy**

- i. Resolution is tabled pending additional revision

f) **Resolution #2019 – 46 Approval of new Guest Parking Policy**

- i. Resolution is tabled pending additional revision

g) **Resolution #2019-47 Approval of new Smoking Policy**

- i. Resolution is tabled pending additional revision

Discussion:

- Chairperson Renzella reports that all older policies are missing. Chairperson Renzella proposes tenant involvement by keeping a copy of the draft policy at the reception window so tenants can read and leave suggestions on the policy. Executive Director Barnicle to check with the DHCD regional attorney regarding revision rules.

8. Other Business – Consideration of any matter not known about or which could not have been reasonably foreseen within 48 hours of this meeting.

9. Citizen Speak

- Resident reports former E.D. asked tenants over the phone about issues and Vice-Chairperson Morel said DHCD sent out survey in 2016.
- Non-Rental charges questioned about new tenants
 - Chairperson Renzella describes what is normal wear and tear
- Question posed as to if refrigerators are to be charged (personal vs. WHA property)
 - Executive Director Barnicle explained that if the refrigerator is the personal property of the tenant (purchased by tenant), the maintenance department will not service the appliance.
- Does Wellesley Housing Authority have a grievance board/panel?
 - Chairperson Renzella responds we have a panel in existence but not identified who sits on it.
- Wage match & why W-2's are needed?
 - Executive Director Barnicle explains that The Massachusetts Department of Revenue printout shows monies that are already given out & must be counted as claimed income.
 - Executive Director Barnicle says the State defines repayments as either "regular" or "fraud" agreements & has question on terminology.
- Tenant wants to e-mail his saving monies plan suggestions as to how to be more efficient in WHA expenses by his involvement. Tenant reports a Harvard doctoral student has a grant to study low-income housing & would like Executive Director Barnicle to have said student invited to observe WHA and provide feedback suggestions for improvement. Tenant questions why so many empty units and calls WHA a failure in areas.
- Where are documents brought in years prior & are they all shredded?
 - Chairperson Renzella replied not all papers were shredded & that per DHCD directive, you can view your files at the office
- Vice-Chairperson Morel asks how many I-Pads does the WHA own?
 - Chair responds Maintenance, Gary Kuphal, Property Manager all utilize. Executive Director Barnicle replies 3 more have been purchased for the other maintenance personnel.
- Do you take pictures of people?
 - Vice-Chairperson Morel asks if Maintenance could inform tenants prior as a courtesy. Executive Director Barnicle also added that during inspections, photos are needed for appliance tags for proper inventory documentation.

- Commissioner Chalmers asks about help with Visiting Nurses, medical and meal services provided as the results from the DHCD survey indicate about 40% of responders deem this necessary and what, if any, does WHA offer?
 - Chair Renzella responds that Counsel on Aging & Health Department are at each Community Center weekly & ideally a new Resident Services Coordinator will notify residents and new move-ins through informational services packets given to tenants to respond to their specific needs, including transportation, financial assistance, taxes, etc. and also asks if we can provide an informational resource fair-type session?
 - T. Morel reports she will be eventually & not able to run in next year's election.

10. Adjournment

- a) Upon a duly made motion to adjourn made by Commissioner Michelle Chalmers and seconded by Vice-Chairperson Tanya Morel, the motion was approved by the following vote: 3-0.

Next scheduled meeting is for Thursday August 22, 2019