

**WELLESLEY HOUSING AUTHORITY
REGULAR MEETING MINUTES
December 2, 2019 5:30pm
CONFERENCE ROOM G – WELLESLEY TOWN HALL**

1. Roll Call: 5:35pm
Maura Renzella, Chairperson - present
Michelle Chalmers, Commissioner – present
Don Kelley, Commissioner – present
Tanya Morel, Vice-Chairperson – absent
2. Approval of Minutes:
 - a. Resolution #2019-48: Approval of the minutes from July 31, 2019 – tabled
 - b. Resolution #2019-50: Approval of the minutes from August 22, 2019 - tabled
 - c. Resolution #2019-57: Approval of the minutes from September 26, 2019 – tabled
 - d. Resolution #2019-58: Approval of the minutes from October 29, 2019
 - i. Upon a duly made motion to approve minutes for October 29, 2019 made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0.

Discussion: Executive Director Barnicle explains that our past minute taker can no longer transcribe our meetings after there was a chance, she could resume her transcription services. E.D. Barnicle had sent the meetings to her for transcription and was told they would be done for the meeting, but they were unable to be completed. The WHA office will transcribe the meetings going forward.

3. Chairperson Renzella moves Resolution #2019-63: Approval of FY 2020 Budget to top of the agenda, so Fee accountant Richard Shaw can present.

The FY2020 Budget highlights are as follows:

- The allowable spending cap went up 10% which is about \$100,000 in the WHA case.
- Health insurance costs have increased and will eat up about 30k of the increase.
- Gary is in the budget and if at any point and if terminated anytime during the year the savings will flow into the reserve.
- DHCD is giving all Housing Authorities \$200 per unit for non-routine items this comes to \$47,000
- DHCD is also giving another 5k for tech office upgrades.
- Based on the MOD jobs next year we are expecting to receive 40k of admin money which gets added to your reserve.
- We put in the temporary employee for six more months in 2020.
- Salary increases:
 - Maintenance will be increased based on the Department of Labor and Industries.
 - Administrative salaries increased based on the reorganization of the office from the budget revision we did this year. Administratively, all positions in the union received 2.5%, while the non-union employees received 3%.
 - The Executive Director can receive an increase of 2.8% which will bring him to \$92,596. This has been placed in the budget, but his evaluation can dictate if he receives anything. If he does not receive the increase, the money will flow into the reserve.

- We also put in for a dump truck which was denied last year but the H/A was in flux last year the circumstances are different so it's worth a try.

*With all the money DHCD is allowing for next year this is the time for the reserves to actually increase .

Upon a duly made motion to approve FY2020 Budget made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0.

4. Financial Reports

- a. Resolution #2019-59: Motion to approve bill payments/warrant 16697-16762 in the amount of \$88,969.69.

Upon a duly made motion to approve made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 3-0.

Discussion: Maintenance Staff receive mileage for overtime calls to and from their home. Some staff members are more specific as others. Maintenance should be specific to where they are coming from, include address, and where the overtime call is, actual apartment address not just the complex.

b. Monthly Financial Statements

- i. September 2019 – Received and Placed on file

September 2019 Highlights:

The new budget numbers are on the financial statement. The statements are in slightly better shape than the projected budget. There are \$16,000 of legal costs related to the easement, currently these are deferred as the goal is to have the costs reimbursed if possible. The Current Reserve levels through September 2019 are as follows: 4001 program: 274,459; MRVP program: 1,532; Section 8 program: 10,604; Total Agency Reserve is \$286,595. The State reserve level is currently at 33.7% and DHCD requires housing authorities maintain a minimum reserve of 35%.

- ii. October 2019 – Received and Placed on file

October 2019 Highlights:

They are pretty much right on considering budget vs actual. One issue the quarterly group insurance costs went from 22k per quarter to 28k per quarter. This will eat up 24k of the 100k cap increase in the 2020 budgets. The Current Reserve levels through October 2019 are as follows: 4001 program: 246,262; MRVP program: 1,572; Section 8 program: 10,466; Total Agency Reserve is \$258,300. The State reserve level is currently at 29.7% and DHCD requires housing authorities maintain a minimum reserve of 35%.

- c. October Quarterly MOD Report – Received and Placed on file

5. Chairperson Renzella moves Resolution #2019-60 Approval of FY 2020 Fair Market Rents (Section 8) so the resolution can be discussed and voted before breaking to meet with the Board of Selectman.

Discussion: Executive Director Barnicle explains that the Dedham Housing Authority makes the recommendation to our board that the FY20 FMR's for Wellesley be set to 100% of the Fair market rent, as it would be best for the participants that reside in Wellesley.

Upon a duly made motion to approve Resolution #2019-60 Approval of FY 2020 Fair Market Rents made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.

6. Upon a duly made motion to recess from the December 2, 2019 Board meeting to attend the joint Board of Selectman/Wellesley Housing Authority Board meeting made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0. (Recessed at 6:55 PM)

Joint Board of Selectman/Wellesley Housing Authority Meeting Minutes

- See attached report

7. Upon a duly made motion to resume from the December 2, 2019 Board meeting after attending the joint Board of Selectman/Wellesley Housing Authority Board meeting made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0. (Resumed at 7:17 PM)
8. Resolution #2019-61: Approval 2020 Board Meeting Schedule
 - a. Upon a duly made motion to approve the 2020 Board Meeting Schedule made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
9. Resolution #2019-62: Approval of Contractor for Barton Rd Tub Surrounds Resolution #2019-62
 - a. Upon a duly made motion to approve the Barton Rd Tub Surrounds made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.

Discussion: Executive Director Barnicle presents the information from RCAT. RCAT (the Regional Capital Assistance Team) went to bid for the project and the lowest bidder was MJS Construction for the amount of \$25,535. This project will replace 10 tubs. MJS Construction has already done a round of tubs at Barton Rd, and we liked the end result of their installations. They are hoping to replace 2 tubs in one day.

10. TAR report by development

11. Executive Directors Report
-See attached report

12. Other Business – Discussion about continuing the contract agreement with Needham Housing Authority for using their Facilities Director. Executive Director Barnicle explains that even though Gary is not always in Wellesley for 10 hours a week physically, he may still be working on

Wellesley Housing Authority Projects on his computer in Needham. Commissioner Chalmers asks if Gary is helpful to ED Barnicle, and ED Barnicle explains that he is learning from Gary regarding the capital projects and how they must be handled. Commissioner Renzella asks if DHCD or RCAT can do what Gary is doing. ED Barnicle responds that they can definitely help on the projects, but Gary is able to check in on the projects during the workday, while RCAT and DHCD do not have the time to visit project every week. ED Barnicle explains that the amount paid to Needham Housing Authority for Gary's services were calculated by Rick Shaw our fee accountant. The cost is for 10 hours a week plus benefits for those hours. Through the discussion it is mentioned that we talk to Gary about his role and define what services Wellesley Housing Authority would like completed. Once the tasks are defined appropriately, it will be easier to judge if the WHA will continue using the agreement with Needham Housing.

13. Citizen Speak - None

14. Adjournment

Upon a duly made motion to adjourn made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 3-0.