

**WELLESLEY HOUSING AUTHORITY
REGULAR MEETING MINUTES
FEBRUARY 28, 2019 5:30PM
GREAT HALL – WELLESLEY TOWN HALL**

ROLL CALL: 5:36pm

Chairperson Maura Renzella - present
Vice Chair Tanya Morel - present
Treasurer Kathy Egan
Commissioner Don Kelley - present
Commissioner Michelle Chalmers - present

NOTICE OF MEETING

Adequate notice of this meeting has been provided by the Secretary of the Wellesley Housing Authority by preparing a Public Notice dated February 26, 2019 setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the Town of Wellesley and provided to persons requesting it.

CHAIR ANNOUNCEMENTS:

Board Meeting – dates and times for 2019

Update on Wellesley ED search

Commissioners Renzella, Morel, and Kelley were at the interviews for ED along with resident Brad Greenfield. The group unanimously chose to offer the position to Sean Barnacle. Sean has verbally accepted the offer and the salary offered. Currently, the Board is working with the search consultant on the hiring packet that will be sent to DHCD. Commissioner Kelley discussed the situation with Commissioner Egan and she is in support of that.

DISCUSSION ITEMS

(Input from resident regarding wanting to know all accounts and line items in budget. Chairperson Renzella explained they would be available in the minutes once the Board approves the minutes and that he would have the opportunity to express his opinion during resident input time.)

2019 Budget Approval and Year End Financials

Rick: The year end is complete, but the Board has to vote on financial statements prior to submission. Tomorrow is the last day they are due. Reserve fund went from \$45,000 to \$253,000 at the end of this year. This is due to DHCD giving reserve augmentation to any housing authorities that had a low balance in their reserve fund. Housing authorities are not funded to increase reserve funds, so DHCD acknowledged that and gave a one-time amount to increase their reserve funds. The suggested reserve amount is 35% of the operating budget. The exact amount of augmentation from DHCD is \$325,000. DHCD is not paying for the truck that has been purchased and being paid for over four installments, because it was already being paid for. There is a truck in next year's budget that could be supported by DHCD. Most of the other housing authorities are below 35% in their reserve funds.

Chairperson Renzella: The high maintenance costs are because things have been purchased instead of repaired. The existing Maintenance Supervisor will be staying on board and things will be repaired first. There is a three tiered management agreement. The first tier would be no longer using the ED services. Then they will no longer use the bookkeeper. They are month to month agreements.

Rick: Receivable balance as percentage of rent is high. The balances that people are owe are increasing (rent is not being paid). The rent collection policy needs to be followed better. If there is unpaid rent for a period of time, the housing authority has to hire an attorney to start the eviction process. Once a tenant is evicted, DHCD charges any unpaid rent to the operating reserves fund.

Chairperson Renzella: Feels the housing authority does not currently have enough staff to do everything they are being asked to do, and hopes with a new ED, some of the burden on the property manager will be lifted. The policies and procedures are in place, but should be revisited. The prior management wasn't following the policies and the existing staff needs to be retrained on them.

Rick: Anytime there is a MOD job, you need to requisition the 10% admin fee because that goes into the reserve fund.

2019 Budget:

2018 Allowable Spending: \$1,039,000. 2019 Allowable Spending: \$1,088,000. Included training costs in this budget as part of the transition. Suggests asking DHCD to reimburse trainings. From April to June, Carol and Jerry are included; the interim director is no longer there. There is a significant increase in administrative salaries because the bookkeeper's hours have increased and there is a new executive director. Executive director's salary is charged off to the state and federal based on the percentage of state versus federal units. The legal fees are in direct correlation to training to property manager that will switch. Whatever attorney fees include training should be broken out because they may be able to charge it back. There aren't a lot of other drastic changes to individual line items. The trash contract seemed high previously but has decreased recently. This will help provide more funding for repairs and avoid taking out money from the reserves. In six months, Rick can come back to see how things are going with the new ED. Rick put an exemption for \$50,000 for DHCD to pay for the truck in this year's budget. He's anticipating it to go through. The housing authority received a quote for \$51,900. In the budget is \$100,000 for extraordinary maintenance, including the truck. Turnover costs - \$25,000. Retain revenue - \$12,000 (projected MOD admin fees). You requisition formula funding jobs as they go on. Can adjust the budget throughout the year if necessary. The money from the formula funding jobs should be higher this year than usual. MRDP program – one unit that gives \$40 a month. Dedham absorbs some of the administrative costs for the housing units underneath them.

**Certificate of Compliance with Notification Procedures for Federal and State Lead Paint Laws
Needham/Wellesley Management Contract Proposal**

Update on DHCD Technology Fund Purchases

Vacancy Report including DHCD Vacancy Fines

Utility Allowance Approval

Executive Director's Report

RFP was released for the study to perform fiscal feasibility analysis.

Capital Projects Closeout and Update

RESOLUTION #2019-11

Approving the Minutes of the January 24, 2019 Regular Meeting

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Morel, the motion was approved by the following vote: 3-0

RESOLUTION #2019-12

Approval of the 2019 Budget.

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Morel, the motion was approved by the following vote: 4-0.

RESOLUTION #2019-13

Approval of Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

Upon a motion duly made by Commissioner and seconded by Commissioner the motion was approved by the following vote

Resolution tabled until further discussion with Interim Executive Director.

RESOLUTION #2019-14

Approval of Utility Allowances per Northeastern Utility Consultants, LLC

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

RESOLUTION #2019-15

Approving payment of the bill/check roll listed on the warrant dated February 22, 2019 in the amount of \$129,892.97, authorized as follows:

Checks (#16080-16136).....\$129,892.97

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

What does the housing authority get from Aramark? Uniforms.

RESOLUTION #2019-16

Approval of 2018 Year-End Financials

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Chalmers, the motion to approve was approved by the following vote: 4-0.

RESOLUTION #2019-17

Offer the Executive Director position to Sean Barnacle, contingent on DHCD approval at a salary of \$89,991 for a one year contract term.

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Chalmers, the motion to offer was approved by the following vote: 4-0.

At a subsequent meeting of the Board held on 2/28, the chair updated Commissioner Chalmers and a vote for approval to offer Sean Barnacle the executive director position was increased 4-0.

Brad: Of the three interviewees that attended, he felt Sean was the strongest candidate.

Commissioner Chalmers: Spoke with Sean today and asked some questions to get a feel of his strengths. Sean is committed to the residents regardless of the questions she asked, but found his commitment to the residents refreshing. She believes he is a good fit.

RESIDENT/PUBLIC INPUT:

Tom: What is the status of Mr. Barnacle's hiring application – is it before DHCD? It is not yet before DHCD. He has verbally accepted the offer, the salary, and the one year contract. The search consultant is putting together the employment package and will then give it to the board. The board will review it, and then it will be sent to DHCD. Chairperson will review the packet. The board cannot establish a start date for the new executive director until DHCD approval. Aiming for an April 1 start date; Mr. Barnacle wants to give his current employer four weeks' notice. There will not be an assistant executive director. There will still be a property manager, a bookkeeper, a receptionist, four maintenance including a supervisor, and a residential coordinator. The only change will be an addition of an executive director.

Tom: Concerned about the maintenance staff, the raises, and what looks like excess of purchases. Some of the money is wasted – when apartments are left vacant or rent is unpaid. There should be electronic payment transfer of rent for residents to opt into. There have been a large number of directors from Needham that have come and gone but the maintenance staff have been around for a while.

Michael: Who is getting paid? None of the board members are getting paid. They are all volunteers. He will write an email to Chairperson Renzella and would like to set up a meeting. Wants the opportunity to make his house beautiful and just wants to help the board. He would like Rick to be present longer to ask more questions. He would like a copy of the check register to double check everything. He does not think there should be any eviction under Wellesley Housing Authority.

Chairperson Renzella: The level he is requesting to participate is a board level role. She will need to check with the Town attorney regarding the capacity he is requesting information. She wants to make sure she is doing what is appropriate by the board. The board does not have anything to do with resident eviction because it violates the CMR. She wants to make Wellesley Housing a beautiful, thriving place. Asks the resident to send her the questions and she will try to get him the answers.

Michael: Where did the extra reserve fund come from? The state. Every housing authority received a different amount.

Brad: There are two different policemen, one does senior population and one does regular housing – the person who does the senior population is no longer working with Wellesley.

There are certain people on dispatch who are giving residents attitude and refusing to come to let residents who have locked themselves out into their apartment.

Chairperson Renzella: It should not be the responsibility of the police to let them in. It will have to be a policy the board has to look at.

Brad: Is going to do the LTO position. There is still smoking on the property and someone letting their children wander the property. He is going to get written translations for residents who do not speak English.

Chairperson Renzella: That would be an incident report, not an LTO situation.

Once Chairperson Renzella receives the employment packet, she will review and send an electronic copy. She will submit to DHCD.

Motion to Adjourn:

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Morel, the motion to adjourn was approved by the following vote: 4-0.

WELLESLEY HOUSING AUTHORITY MEETING DATES

Thursday March 28, 2019 525 Washington Street Great Hall 5:30pm