

**WELLESLEY HOUSING AUTHORITY
REGULAR MEETING
March 28, 2019 5:30pm
JULIANI ROOM – WELLESLEY TOWN HALL**

ROLL CALL: 5:35pm

Maura Renzella, Chair – Present

Tanya Morel, Vice Chair – Absent

Kathy Egan, Treasurer – Present

Michelle Chalmers, Asst. Treasurer – Present

Don Kelly, Vice Chair - Present

CHAIR ANNOUNCEMENTS:

DISCUSSION ITEMS

Update on Wellesley ED Status:

Anticipated start date of April 1 for Sean Barnacle. After submission of hiring packet, DHCD notified the board they wanted a change to the salary for the incoming executive director to \$90,161 from \$89,991.

Update on DHCD Technology Fund Purchases:

The iPads for the maintenance staff for rolled out recently. They are data based. This allows the maintenance staff to receive the work orders in the field. The last of the funding was for 2 IP based cameras to be installed at Washington Street and River Street. The tech has gone to test the cameras and things have worked well. At River Street, they are able to capture entrance, community room, and mail. There is similar coverage at Washington Street. They will be installed sometime next week and they could make the footage accessible to anyone. There won't be a constant surveillance, but if there is an incident, the video will be available. The recording should be stored for approximately one month. The cameras start on motion. The rest of the funding was spent on upgrades to the servers, new computers, and new screens. There was not money spent on the website. Previous management had discussed this option, but the current management went in a different direction. Chairperson Renzella has found a summer intern to work on the website if that is something the new Executive Director wanted to undertake.

CPC Funded Development Planning Analysis Update and Request for Proposal:

The proposals have been received. They are still in the process of reviewing the RFP proposals. January 10, 2018, Chairperson Renzella and the previous Executive Director went to the CPC to request funding to look at the feasibility of what can be done on Barton Road. A \$200,000 award was received to do a title search on all properties, and to look into surveys and analyses for Barton Road and Morton Circle to look at development down the road. Three design firms submitted proposals. The proposals set the groundwork for any modernizations or redevelopment for this site. Some things the proposals look at are: What are the actual boundaries of the properties? How large are the properties? How much are the properties worth? Are there any environmental hazards on any of the properties? Is there excess land that can be developed? What are the best redevelopment opportunities at our sites that can sustain the housing authority into the future? In all of the elderly housing, there are two story walk ups with no elevators and they are not accessible. Look at the possibility of building an elevator building at Barton Road to be more accommodating to the elderly population. One of the firms did the Master Plan for the Needham Housing Authority. The site work is would be a legal document that could be used years into the future. The worth of the property would be viewed as highest and best use. All of the vendors look at the same things in their proposals.

The RFP process is how you select designers. You look at performance of the firm (i.e. licensure, length of time in business, references, etc.). There is an evaluation spreadsheet. You also look at the price. You compare all the proposals. Bernie has done his review. Chairperson Renzella is working on her review. The new Executive Director will also give his input. Then they will present their recommendation to the Board. Any Board members can participate. The firms can come in to give a presentation to the Board. There is an addendum. If the addendum is pursued, the Board will have to go back to the CPC for additional funding. The selected firm would have six months to come up with the plan, from the date of the contract. A decision is looking to be made in the next month. The most important thing to look for when reviewing proposals is if they have done this work before and if they have current experience. There may be a special meeting to focus solely on this RFP.

Memorandum of Understanding of the Facilities Director Scope of Work:

This is one of the management agreement tiers still in place. Bernie will remain in place with Sean for about a week. The conversation will be deferred until the new Executive Director is on board.

Financial Statements:

New financial statements from Rick came in. Extraordinary maintenance was up a little due to a large number of turnovers.

Vacancy Report including DHCD Vacancy Fines:

There are currently eighteen vacancies and they are on a hold with the state. Of the eighteen, seventeen have been renovated and are ready to rent. The state put them on hold because the WHA does not have an accurate applicant list to pull from. The glitch in Champs is preventing many housing authorities into a hold for this reason. The merging of the information into Champs didn't include the priority rating. The staff have not received training to put people into the Champs system. They are currently getting the training now though. WHA has to wait to hear from the state for when they can move forward. WHA staff are ready to fill the vacancies once the state gives the go ahead. The current housing director is in constant contact with the state. WHA is in the process of requesting a waiver so they are not penalized by the state due to the vacancies. Needham also has a hold and vacancies on the state side. Recertifications are taking a long time. A lot of the information required is similar to what is required at move in, at the expense of the residents. Proper recertifications hadn't been done. You can't reimburse for any of that.

Executive Director's Report:

Jackie has had extensive training, being certified as a public housing manager and training on rent calculations. She is going through trainings for applications. She is trying to streamline a number of repetitive documents. There is no hard deadline, the state just wants the housing authority to be in the process of recertification. Recertifications have to be done annually and they recertify their income to confirm the rent they are paying is what they should be paying. Any increase would only start the day that it is confirmed; it would not be retroactively charged.

Check 16142 \$1005 for ice melt and wax – it is to replenish the stock.

Check 16164 MAHAMS – training for maintenance personnel. The Director of Operations would identify a training for the maintenance staff to go to.

Check for Bob Anderson March 16 – part of the union contract allows an allowance for clothing/boots.

Check for Philip Giuliani – regional DHCD attorney recommended that they have a constable deliver notices to residents instead of staff members. There is a very structured schedule for recertifications. They have 30 days to return documents from the initial notice. Then they will receive a 14 day notice to quit.

Washington/Morton Circle Parking Lot Revision Plan:

There are new plans. Director of Operations and Interim Director looked it over and they had received the wrong plans. Have a new meeting with Engineering, Police, Housing, and new Executive Director to look at the same plans and have a discussion to make a recommendation to the Board.

Capital Projects Update:

Two projects are in play. Three were recently finished. Barton Road has a building envelope update that is being put out to bid in April. This will replace siding and windows at some units as well as adding gutters. There is a design that has started for window replacement and painting at Washington Street. The architect is being selected. Previously finished flooring project at Washington Street, driveway project at River Street, and boiler projects at Barton Road. The Director of Operations will maintain these projects.

Would the Board be able to get a clean copy of a performance review document for the new Executive Director? There is a public housing notice specifically for performance evaluations. If not, they could reach out to the Town of Wellesley HR department for what they use.

Bernie has an informational packet prepared for the new Executive Director over what he's learned since he's been here.

RESOLUTION #2019-15 Approving the Minutes of the February 23, 2019 Executive Director Search Interviews
Tabled

RESOLUTION #2019-16 Approving the Minutes of the February 28, 2019 Regular Meeting
Tabled

RESOLUTION #2019-17 Approval of RFP Selection to Perform Phase 1 Planning Development Work for CPC Funding
Upon a motion duly made by Chairperson

RESOLUTION #2019-18 Approval of RFP Selection to Perform Phase 1 Planning Development Work for CPC Funding – Alternate #1 to Consolidate All WHA Sites at Barton Road, subject to Approval of the CPC
Upon a motion duly made by Chairperson

RESOLUTION #2019-19 To adjust the salary of the incoming Executive Director to meet DHCD recalculations
Upon a motion duly made by Commissioner Kelly and seconded by Commissioner Chalmers, the motion to adjust was approved by a vote: 4-0.

RESOLUTION #2019-20 Approving payment of the bill/check roll listed on the warrant
Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Chalmers, the motion to approve was approved by a vote: 4-0.

RESIDENT/PUBLIC INPUT:

Michael Olsen: He would like to complement Commissioner Chambers on the thorough questions. Who proposed the ideas of new cameras and all of that?

Chair Renzella: You can look through the old minutes for that. We have been working on that for a while.

Michael Olsen: What is CPC?

Commissioner Kelley: Community Preservation Committee is funded throughout the Town.

Michael Olsen: There is no 14 day notice. Why do you want to scare people and send a constable? No one will be evicted in Wellesley Housing Authority. Anyone over 18 can serve the papers in the Commonwealth of Massachusetts. If someone dies in the community room, you are reasonable for the death because of the existence of the cameras. You need to start putting money into Wellesley Housing Authority not into consultants and trainings. Are you looking to take loans for Housing Authority?

Bernie: We are just looking to assess the value of the land.

Chairperson Renzella: The money that is being used for this consultant project is from the CPC. It is not money from the Wellesley Housing Authority.

Commissioner Kelley: In order to do any work on this land, you have to know what the value of it is.

Commissioner Chalmers: And you need to see if it is worth spending the money. The mission of the Board is to provide more affordable housing.

Chairperson Renzella: The goal is to provide safe housing and improvements.

Michael: What about paving the road?

Chairperson Renzella: That is what we are looking into.

Michael: If I found out anyone violated the law...where is the internal control in Wellesley Housing? I wrote to DHCD and sent a copy of the email. You called me to talk on the telephone and I said to put everything in housing. I found all my documents for recertification last year. I don't have a lease. It was discovered I was paying too much but no one got back to me.

Chairperson Renzella: We have new management starting Monday and a new housing director. This is a question for them.

Michael: Don't send a constable to scare people.

Chairperson Renzella: That would be a management decision, not a Board decision.

Tom: Bernie you made a telephone call earlier to me tonight – will you share that with the Board?

Bernie: Based on your input and your request to replace the floor and paint your unit, the schedule would take place in mid-April. The Director of Operations was asked to meet with you next week to start that process. Upon discussion, we wanted to give you the opportunity to move you into one of the new units instead of having to move you into a temporary location while your current unit is renovated.

Tom: About four years ago I had a serious health issue. I had received fungal meningitis during this hospital stay. A person exposed to fungal meningitis becomes more susceptible to mold. His upstairs neighbor knocked his toilet off the wall and water is coming into his apartment. For a while there was sporadic water leaking into his apartment. My carpet was not changed out during the first flood. The

Wellesley Board of Health declared it a health hazard. It was checked for mold. He had previously asked to move anything on his carpet into a vacant unit while they replace the flooring. The plan to move fell through due to poor communication. Wellesley Housing can only be cured by a Rico Indictment. I would like to get away from Wellesley. I would like to be transferred to Newton or Watertown. I want them to put me in a hotel.

Chairperson Renzella: This is more of a discussion for the property manager.

Brad: I am not in the LTO yet, but a lot of people have come up to him. There are two areas that are really dangerous. There is one pothole on Washington Street that is very dangerous.

Chairperson Renzella: I think that is housing authority property.

Brad: The TV in the laundry room has been broken since September. Is that something that can be prepared?

Bernie: Yes.

Brad: I'm glad there's a camera. He's heard of people getting stuff stolen from the laundry room so this will help catch them. I approached Gary to do some stuff in the apartment with his toilet. He was told to call Needham because he doesn't do that anymore. No one is getting back to him.

Nate: The discussion tonight about the lack of confidentiality of the documents that contain names and addresses along with issues I've found with my tenant files makes me extremely concerned with how confidentiality is handled.

Chairperson Renzella: With new employees and previous management, clearly we need to retrain. With regards to tenant information, the Board should not be privy to any of the information.

Nate: There is a specific issue with my tenant file that I find alarming. There are entire sections that are gone, from old management to now. I have copies of it and Jackie knows nothing of what I'm talking about. My concern is why aren't certain people being held accountable. They're not in this authority anymore but the damage has been done.

Chairperson Renzella: I can't answer you. We don't disagree with you. As the Board, we were not aware if there are pieces of your file missing. I do know you are not the only resident with the same concern. There seems to be an ongoing investigation, but we have no details about that yet. If you have concerns, you have the right to file a complaint or reach out to someone and get legal advice on how to handle your particular situation. To clarify, the Board has only policies and procedures. The management is responsible for that.

Motion to adjourn:

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

WELLESLEY HOUSING AUTHORITY MEETING DATES

Thursday April 25, 2019 525 Washington Street Great Hall 5:30pm