

**WELLESLEY HOUSING AUTHORITY  
MEETING MINUTES  
May 9, 2019 5:30pm**

Wellesley Housing Authority

1. Roll Call

Maura Renzella - present  
Michelle Chalmers - present  
Kathy Egan - present  
Tanya Morell – absent  
Don Kelley – absent

2. Approval of Minutes:

- a. Resolution #2019-25: Approval of the minutes from February 23, 2019 – tabled
- b. Resolution #2019-26: Approval of the minutes from February 28, 2019 - tabled
- c. Resolution #2019-27: Approval of the minutes from March 28, 2019:

- i. Amendment: resolutions are 15-20 and are changing to 18-23
- ii. Resident Michael Olsen to Michael El Said
- iii. Change to Commissioner Chalmers

Upon a duly made motion to approve minutes for March 28, 2019 made by Commissioner Kathy Egan, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0.

- d. Resolution #2019-27: Approval of the minutes from April 5, 2019

Upon a duly made motion to approve minutes for April 5, 2019 made by Commissioner Kathy Egan, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0.

3. Financial Reports

- a. Resolution #2019-28: Motion to approve bill payments/warrant 16202-16266 in the amount of \$805,831.17.

Discussion: Comcast bills may be moving to Verizon to increase speed and decrease costs. Sam White & Sons is the rubble received for the Barton Rd. back parking lot to level it out.

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

- b. Monthly Financial Statements

- i. January 2019
- ii. February 2019
- iii. March 2019

Projections look appropriate. Some line items are high but understandable because of the snow storms. The reserve funds are held with Bank of America. WHA is talking to Citizens Bank right now to ensure they have the best rates at the moment; may be switching banks in the future from Bank of America. Executive Director will also approach other banks for consultations. The fees at Bank of America are high, they do not offer automatic deposit, and the customer service isn't great.

The fee accountant was concerned about the number of rents that are being collected. Residents are not paying their rent and haven't been doing so consistently for some time. All of the rent calculations for the families in the recertification process will be in the mail tomorrow and will be active for June 1. Packets for recertification for seniors will be out next.

- c. Quarterly MOD Report
4. TAR report by development
  5. Executive Directors Report
    - a. Police parking update (Washington St. & Morton Circle): real estate attorney is doing a title search to make sure any proposed projects and make a recommendation.
    - b. Energy New England came through to do an energy assessment and will make recommendations for energy efficiency. Wellesley Municipal Light Plant reached out to coordinate the energy assessment.
    - c. Barton Rd: Getting ready for the building envelope project and the Executive Director is working with DHCD on this.
    - d. Jackie is continuing to receive training on rent calculations and rent violations.
    - e. Viviana is still working with NHA on training. WHA is getting ready to separate from NHA by the end of June for these functions.
    - f. Cameras were installed in Community Room at River St. and are looking to install cameras in Washington St. Community Room.
    - g. Obtained a new laptop to be more mobile with residents.
    - h. Norfolk County Sheriff's Department came through and worked with Barton Rd. on beautification projects. They come for free and WHA provided lunch, coffee, and donuts.
    - i. Getting updated prices from vendors to help separate from NHA.
    - j. Budget has been submitted and is awaiting approval from DHCD.
    - k. Vacancies are the same as they have been. There is an upcoming vacancy at the beginning of June. WHA is not choosing to remain vacant for these units; WHA is on a hold by DHCD due to glitches in the centralized waitlist system (Champs). Coming into the glitch, WHA had 17 preventable vacancies due to mismanagement by previous management. DHCD was made aware of that.
    - l. Executive Director has been going with the maintenance staff to do apartment inspections and has met many residents this way. Eventually he will offer times to meet residents.
  6. Old Business
    - a. CPC grant update and approval  
Resolution #2019-29: Approval of the contract with Tise Design Associates.  
Tise Design Associates was selected and looking to sign a contract. Looking to expand current CPC proposal for work at Barton Rd. This proposal is to look at Barton Rd., Washington St., do title searches, look at the land, etc. The request was under the amount of the CPC request. The contract is for \$157,000 and is to be completed within six months.

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

7. New Business

a. Colin Boyle – Labor attorney contract approval

Resolution #2019-30: Approval of the contract with the labor attorney, Colin Boyle. Currently been using Morgan, Brown, and Joy in negotiations with the labor union employed at the housing authority. The firm is currently working with WHA but does not have a formal contract. The fees are remaining the same and are consistent with other rates. This attorney is only for issues WHA has with employees. This agreements are likely to become more frequent due to the separation with Needham Housing Authority.

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

b. Approval of Section 8 FMR and Payment Standard

Resolution #2019-31: These are recommendations for Section 8 housing based on currently market values. You are allowed to charge a range between 90% - 110%. 1 bedroom for \$1801, 2 bedroom for \$2104. They are free choice vouchers so they can seek to live anywhere in Massachusetts. These rates are annualized every year. This was recalculated based on a request by Boston and Cambridge.

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

c. Approval of new State income limit set by DHCD

Resolution #2019-32: State income limit was last set in 2016. These are the limits that determine if people are eligible off the waiting list. They also have to make current residents aware if they are above those income limits. These are the amounts that recertifications are based off of.

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

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

During the May 9<sup>th</sup> Wellesley Housing Authority Board Meeting Resident Micheal Elsaid continually interrupted the business portion of the meeting and was repeatedly asked by Chair Maura Renzella to hold his comments until Citizen Speak. After repeated attempts to redirect Michael Elsaid, Chair Renzella stated that if Micheal Elsaid continued to interrupt the meeting she would call the Wellesley Police to have him removed from the meeting. Chair Renzella provided Open Meeting Law (OML) documents identifying when it was appropriate for a citizen to participate during a meeting during Citizens Speak, and steps that were to be taken if an attending member did not adhere to the OML guideline. Michael Elsaid continued to disrupt the

meeting and Chair Renzella stated that she would now call the Wellesley Police. Commissioner Egan stated that she was uncomfortable with Michael Elsaid's behavior and would leave the meeting until it could be brought under control. Officers from the Wellesley Police arrived and escorted Michael Elsaid out of the meeting. After Michael Elsaid was removed by the Officers the meeting commenced with all those present at the start in attendance.

9. Citizen Speak

Debbie Granowitz 513H: She is currently walking with a guidance stick and her downstairs neighbor is putting personal items in the walkways. Can WHA put a memo out to remind residents not to put items outside of the unit?

WHA will release a memo everywhere. It's a good reminder for every unit.

Tom Hutton 507F: Here to present a document to the Board. It is a document that shows the mold level in his home is seven times higher than right outside his door. He has been subjected to fungal meningitis and he is highly susceptible to mold. This has been going on for months. WHA is working with moving companies to schedule when they can coordinate moving Tom's stuff for him into a Pod.

Brad Greenfield 509E: He would like to request to have more mental health support available regularly at the housing authority.

The Town is looking to hire additional mental health resources.

Tom Hutton: Who is signing off on the LTO?

WHA cannot participate in creating an LTO. It has to come from the tenants themselves. It can be an LTO that represents each location or the entire location but it has to come from the tenants and their decision.

Tom Hutton: Why don't we have electronic payments?

WHA is trying to do so. The Executive Director is looking into changing banks in order to look into this.

Brad Greenfield: When they installed the fence in the back, a lot of the debris was pushed onto the WHA property.

WHA will look into that.

10. Adjournment

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