

WELLESLEY HOUSING AUTHORITY
REGULAR MEETING MINUTES
August 22, 2019 at 5:30 PM
Juliani Room - Wellesley Town Hall

1. Roll Call
Chairperson, Maura Renzella - present
Treasurer, Kathy Egan – present
Commissioner, Don Kelly - present
Commissioner, Michelle Chalmers – Present (came shortly after roll call)
Vice-Chair, Tanya Morel - absent

2. Approval of Minutes
 - a) May 9, 2019 **Resolution #2019-33**
 - i) Upon duly made motion to approve minutes for May 9, 2019 made by Treasurer Egan and seconded by Commissioner Kelley, the motion to approve was approved by the following vote: 3-0.
 - ii) July 31, 2019 **Resolution #2019-48 (not completed – tabled)**
(do not have minutes in hand, as of yet)

3. Financial Reports
 - a) Approval of **August Bill Payments/Warrant Resolution #2019-49**
 - i) Upon duly made motion to approve bill payments/warrant made by Commissioner Chalmers and seconded by Commissioner Kelley, the motion to approve check warrant totaling \$92,036.39 was approved by the following vote: 4-0.
Discussion:
 - Executive Director Barnicle - June reports at six months at projected spending July right on, slightly underspending, but waiting on final tally of costs from Inspections work order repairs and renovations -
 - Chairperson Renzella asks about Account Receivables as family recertifications are completed
 - Executive Director Barnicle replies that rents went up in June & moving forward with legal ramifications of collections - Informal rent conferences have been given to tenants who dispute the calculations. Still in process of compiling elderly recertifications.
 - Treasurer Kathy Egan questioned Sprint payment check #16568.
 - Executive Director Barnicle replied cell phones & purchase of new tablets to be utilized by Maintenance staff once implemented through the PHA network & their training.
 - Chairperson Renzella requests to come up with a plan to get them online. (\$414.00 unused)
 - Check # 16570 (\$1,900.00) for "counter repair" –
 - Executive Director replies it is not for one apartment, but five in total - per DHCD Inspections & instructions to have work orders for repair/resurfacing & safety concerns-
 - Check # 16574 (\$9,000.00) to Total Computing Life Safety Systems

- Executive Director replies annual process, but WHA performs it quarterly, found outdated systems that needed to be upgraded & this is for service & purchase.
- Update on Pest Control
 - Executive Director Barnicle is asking around in factfinding mode for another vendor but reports better service has been provided by the current company.
 - Chair Renzella asks if Gary Kuphal could attend the next Board Meeting & give updates on policies, procedures & contracts he's working on. All members in agreement.
- Commissioner Kelly asked about (\$3,500 monthly) payments to Needham Housing Authority and its purpose at this point.
 - Executive Director responds that is still part of tier repayment program and will continue until the Board wants to dissolve. (Gary Kuphal's services used for projects, etc.) -10 hours per week at Wellesley.

4. Monthly Financial Statement

- June 2019 **Received and Place on file (no approval needed)**
- July 2019 **Received and Place on file (no approval needed)**

5. TAR report by development

Discussion:

- Executive Director Barnicle reports last months was around \$48,000 and this month's monies went down due to rent adjustments, partial payments and balances due and may continually go down
- No write-offs to date for 2019 but we will be doing some in the future and are allowed to proceed as often as needed.
 - Chair Renzella asks how to determine the correct write-off amount?
 - Executive Director Barnicle replies they look at amount owed, how long & how WHA attempted to collect and how often. The over 90 days owed family units due is not reflected on this report if a payment agreement is reached explained by Executive Director Barnicle when asked by Chairperson Renzella. If they did not pay per agreement, then amounts will show on TAR.
 - Chair Renzella asks if move-outs are counted & funds can be recouped
 - Executive Director Barnicle reports only *Active* residents are listed, and there is potential to repay through legal actions within the courts.
- Commissioner Kelly asks if over 90 days due can be written off for vacated tenants
 - Executive Director Barnicle responds is it can be done It is a Board decision of what amount & where to look back. Probably in Nov. & Dec. this year & next year do it quarterly: Treasurer Kathy Egan asks to put it on Nov. docket.
- Treasurer Kathy Egan asks what percent of residents are behind on rents due to the new rents fee calculation increases?

- Executive Director Barnicle states some are having difficulty in paying but will have exact figure for next month. Not certain what dollar figure is the highest significant increase per month. Recalculation process was done this year at a higher level than previously, collecting bank statements etc., and discovering incomes not reported, therefore rents raise and some (State termed) fraud repayments agreements are entered into if determined as regular income, regardless of intent.
- Commissioner Kelly asked for examples of increases.
 - Executive Director Barnicle responds that some are in the hundreds, some tenants used to pay the minimum of \$5.00, sometimes significant increases occurred due to not reporting, or underreporting by the tenant. Executive Director Barnicle says fraud repayment not counted towards subsidy, it's funds that WHA can actually recoup going towards reserves. Executive Director Barnicle explains families have been worked with to make multiple payments throughout the month vs. once. He detailed that the 30% of gross income towards rent calculation is the State mandated amount and if children are involved, allowances are factored into the calculations. June 1 is new date
- Treasurer Egan asked about possible evictions
 - Executive Director Barnicle explains recertification information has obtained some unreported money, then there is an informal meeting with tenants, firstly for other agreements to be discussed before legal processes.
 - Chairperson Renzella asked about if there have been any formal grievances and Executive Director Barnicle reports no formal have been filed, only informal conference meetings currently.

6. Executive Directors Report

See attached report

Updates:

- 315 Weston Road - excavation & replacement of underground drain lines of downspouts - collapsed pipe in one area & further investigation was done on others.
- Barton Road - began working with new phone system & computer capabilities funded with exemption from the State.
- Still working on filling vacancies. DHCD is in the office, going line by line of applicants since 2011 looking for anyone who should have been housed.
- Will be working with the new CHAMP system & eventually sending letters out on large scale in order to fill the units. They have given WHA the ability to do transfers & Executive Director Barnicle described the process of administrative transfers. One already done (due to medical need)

7. Old Business

a. Approval of Non-rental charges for tenants **Resolution 2019-42**

- i. Upon duly made motion to approve non-rental charges for tenants made by Treasurer Egan and seconded by Commissioner Chalmers, the motion to approve was approved by the following vote: 4-0.

Discussion:

- Noted changes are terminology of appliances & parts, increases in some fees after discovering the exact figures WHA is being assessed from most recent bills. Terminology added to back of notice of definitions for clarity to readers. Normal wear and tear, usage defined vs. damage done by resident and costs incurred. The notice has not been translated before being approved by the Board. The data was also compiled by the Maintenance staff RE: costs borne by WHA.
- Resident interruption questioning charges for resident damage & timeframe for repairs. Window shades, blinds different sizes & different prices. -"as billed" not on this draft list.

8. New Business

Discussion:

- Resident Service Coordinator job description is being finalized & hoping to have position posted in September. Prior to submitting it to the Board for approval, Executive Director Barnicle requests some tenant input about any candidate after their review of draft and he will e-mail members of updates.
- Next month a budget revision by Executive Director Barnicle to be done - Through discussions, the State is willing to offer a couple more exemptions or change some existing ones. The Accountant will prepare a new budget to be brought to the September Board Meeting. At that time, request for reconfiguration of the office staff as additional duties past original job descriptions are being done by the Bookkeeper and Property Manager. When asked if more staff is needed, E.D. replies only adjustments needed with the current employees. DHCD is aware of the plans & asked E.D. to check with other LHAs. Chairperson Renzella said she has used MASS NAHRO for actual job descriptions ads.
- Chairperson Renzella asked if there is a way of collecting residents' e-mail addresses for notifications other outside organizations can reach out to assist residents if interested.
 - Executive Director Barnicle states he will begin a database to enter data if any resident wants to opt-in.

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

10. Citizen Speak

- Resident delivers a demand notice to Chairperson Renzella and wants to table discussion, requesting Executive Director Barnicle to talk to resident. He was told he will not be charged to June & July. He calls the office at 109 "an asylum" on more than one occasion - & reports some repairs to his unit are incorrect. Tenant has not put in request for work order yet but says he will.
- Another tenant requested a reasonable accommodation request updates for himself and fellow tenant.
 - Executive Director Barnicle answers that the reasonable accommodations is still under review.

11. Adjournment

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

Next scheduled meeting is for Thursday September 26, 2019