

**WELLESLEY HOUSING AUTHORITY
REGULAR MEETING MINUTES
September 26, 2019 at 5:30 PM
GREAT HALL – WELLESLEY HOUSING AUTHORITY**

1. Roll Call
Maura Renzella, Chairperson - present
Don Kelley, Commissioner - present
Kathy Egan, Treasurer - present
Michelle Chalmers, Commissioner – present
Tanya Morel, Vice-Chairperson – absent
2. Approval of Minutes
 - a. July 31, 2019 **Resolution #2019-48 (being transcribed – tabled)**
 - b. August 22, 2019 **Resolution #2019-50 (bring transcribed – tabled)**
3. Financial Reports
 - a. Resolution #2019-51 Approval of September Bill Payments/Warrant 16587-16642 in the amount of \$103,772.15.
 - i. Upon duly made motion to approve the bill payments/warrant, made by Commissioner Kelly and seconded by Treasurer Egan, the motion to approve was approved by the following vote: 3-0.

Discussion:

- Treasurer Egan questions check #16616.
 - Chairperson Renzella clarifies it is for the Town Constable
 - Executive Director Sean Barnicle states some invoices are multiple servings
 - Chairperson Renzella asks if there is ability for blank (without tenant names listed) invoices to be created by Bookkeeper.
 - Executive Director Barnicle agrees and will have Bookkeeper adjust the form.
- Treasurer Egan asks about trash bill and the vendor.
 - Executive Director Barnicle confirms ABC may charge for extra pick ups outside of weekly schedule day, if necessary. He discourages multiple bin using per each tenant unit at this time.
- Commissioner Kelley asks about Roy's Recycling company.
 - Chairperson Renzella explains that the current vendor submitted the lowest bid.

4. Monthly Financial Statement
 - i) August 2019 **Received and Place on file (no approval needed)**

Discussion:

- Executive Director Barnicle explains adjustment due to temporary office help. The financials are better than last month's budget. Spending is right where it was projected to be through this part of the year.
- Tenant interruption about expenses –
 - Commissioner Kelly reminds him about Citizen speak & Chairperson Renzella instructs him to wait until Citizen speak.
- Tenant interruption continues

- tenant continues with...Charges of illegal activities & claims “no one will be here next year”, claiming confidential info being given out -states that he will run it “by himself until honest people can be in place”

Clarification from the Board:

- Chairperson Renzella describes 1 week prior to their meetings, the Board receives all their documents for review & consideration.
 - Treasurer Egan asks about the budget
 - Executive Director Barnicle explains the spending based on operating receipts & the percentages of each spending cluster identified in specific columns. The Wellesley Housing Authority is spending at a rate of 100.74%.
 - The Current Reserve levels through August 2019 are as follows: 4001 program: 260,892; MRVP program: 1,492; Section 8 program: 10,685; Total Agency Reserve is \$273,063. The State reserve level is currently at 32%.
 - Chairperson Renzella asked about recertifications
 - Executive Director Barnicle explained family units are completed & all Elderly/Disabled documents are in & new rents are to be effective Oct. 1st
 - Commissioner Kelley asks about lead time notification
 - Executive Director Barnicle answers that, by regulation, the housing authority must give the resident at least 14 days for new rent amounts.
 - Treasurer Egan asks about if any vacancies are being filled
 - Executive Director Barnicle answers now at 22 vacancies which is 3 more than when he started.
 - Treasurer Egan asks about when potential tenants will arrive
 - Executive Director Barnicle explains we don't have a definitive date for filling units as State is still examining waitlist & have to wait for their approval to begin process of vetting applicants- State may let us use some openings for temporary housing for people displaced by fire at another LHA, but no new move- ins as of this month -no timeline yet - we have no control – no one has moved into empty units yet other than 1 medical need transfer (from 2nd to 1st floor) -waitlist still under control by State who are still analyzing data from 2011- present.
5. TAR report by development
- See attached report
6. Executive Directors Report
- See attached report

Discussion:

- Treasurer Egan asked about new charges. Executive Director Barnicle said charge list will be mailed along with translation notices.
- Resident Service Coordinator:
 - Treasurer Egan asks about the number of hours for the position.
 - Executive Director Barnicle explains the hours are not listed in this job description (previously 32 hrs.) but to get best candidate, hours can be negotiated.
 - Commissioner Chalmers asks about benefits.

- Executive Director explains pro-rated benefits will be offered.
- Chairperson Renzella requests that the deadline for the position be extended to September 15, 2019, and the hours be clarified in an updated ad.
- FY 2020 budget guidelines
 - There will be a 10% increase to the ANUEL (Allowable non-utility expense level, around \$100,000)
 - \$5,000 technology allowance (just FY 2020)
 - \$47,000 for Health and Safety maintenance issues (just FY2020).
- Sprint GPS for Maintenance Vehicles
 - Commissioner Kelley asks about multiple year rate? –
 - Executive Director Barnicle explains the price is \$575.64 for all 3 pickup trucks.
- Commissioner Kelley asks for any update about TICE project
 - Executive Director Barnicle responds they are still surveying ongoing, hoping to make a presentation on Oct. 23rd as the Town has created a task force to go over the housing production plan & he asks if Board will attend the Town Hall meeting for the 3pm event.

7. New Business:

- a. FY 2019 Budget Revision Resolution #2019-52
 - i. Upon duly made motion to approve the FY 2019 Budget Revision, made by Commissioner Kelly and seconded by Treasurer Egan, the motion to approve was approved by the following vote: 3-0

Discussion:

- Fee Accountant breakdown to put back exemptions, staff training & consulting
- DHCD approved 22 weeks temporary staff \$16,286.
- Put back in \$20,000 for technology exemption
- Reorganization of staff; Director of Finance & Human Resources (formerly Bookkeeper); Property Manager promoted to Director of Housing Management salary increases are: Director of Finance 40,970 to 45,000, Director of Housing Management from 45588.-50,000
- Job descriptions have been created for the new positions.
- Treasurer Egan asks about salary ranges from other LHAs
 - Executive Director says salaries were updated based upon discussions with other housing authority directors.

- b. Presentation by Gary Kuphal – Preventative & deferred maintenance plans, capital projects update

- Executive Director Barnicle says Gary Kuphal cannot be here tonight but his report on annual inspections, preventative maintenance policies & routine maintenance policies have been compiled in a binder. E.D. Barnicle hopes Gary can come to a future meeting. If not, Bob Anderson has been involved in the policy drafting and can present the maintenance binder as well. This plan is still in the draft stages and not ready for Board approval.
- Chairperson Renzella explains that the policy & procedures are for the Performance Management Review (PMR).
- Commissioner Kelley asks about the amount of hours Gary dedicates to Wellesley

- o Executive Director Barnicle answers that he works 10 hours a week, and comes to the office Monday, Wednesday and Fridays at noon, and starts in Wellesley on Tuesdays and Thursdays. The cost is \$3,500 per month and he is still in charge of capital projects. The WHA has ongoing projects; windows at Washington Street and a building envelope at Barton Road. Both projects are both staying with DHCD due to both being over \$100,000. Executive Director Barnicle says Gary is a help to the WHA. Going forward we could negotiate with Needham possibly to continue working with Kuphal if the Board approves.
- c. 6 month review for Executive Director – discuss how to review and plan review for October meeting (added to agenda on 9/24/19 at 10:15 am)
 - i. Upon duly made motion to approve the 6-month review for Executive Director to be added to the October meeting, made by Commissioner Kelly and seconded by Treasurer Egan, the motion to approve was approved by the following vote: 4-0.
- d. Reformat Wellesley Housing Authority By-laws to conform with Town of Wellesley By-laws (added to agenda on 9/24/19 at 10:45 am) Resolution #2019-53
 - i. Upon duly made motion to approve the Wellesley Housing Authority By-Laws conform with the Town of Wellesley By-laws, made by Commissioner Kelly and seconded by Treasurer Egan, the motion to approve was approved by the following vote: 3-0.
 - ii. Tenant interrupts discussion
 - 1. Commissioner Kelly reminds him about Citizen speak & Chairperson Renzella instructs him to wait until Citizen speak.
 - iii. Tenant interruption continues
 - 1. tenant continues with...Charges of illegal activities & claims “no one will be here next year”, claiming confidential info being given out - states that he will run it “by himself until honest people can be in place”

Discussion:

- Chairperson Renzella states that the format change will allow the bylaws to follow the towns numerical and alphabetical formatting.
- e. Resolution #2019-54 Content Change by-law changes
 - i. Chairperson Renzella proposes to clarify “with the approval of the Governor’s office, and if known as the state appointee.” In section 35.1
 - ii. In section 35.4 to change the word “his” to the word “their”.

The Resolution is tabled to the next meeting, pending more clarification on the wording.

8. Other Business – none

9. Citizen Speak

- Barton Road Tenant would like to speak about two issues.
 - Tenant received conflicting information from the office and other residents about pets/service animals/support animals. The information given to resident from the office was in regard to service animals. Tenant claims the office is picking and choosing which residents be required to pay for their animal.
 - Executive Director Barnicle responds that we can check with the regional attorney. E.D. Barnicle will ask for specific information about Service animals, support animals and pets. E.D. Barnicle will also request how these animals differ and how they need to be handled. E.D. Barnicle explains there is no State regulation for family public housing and pets, there are regulations for elderly/disabled residents and pets. Elderly/Disabled residents must pay \$160, unless their rent is less than that.
 - Tenant would like to discuss the letter she received from Attorney Driscoll RE: 2017 bank statements. Tenant would like to know why the bank statements are being requested.
 - Executive Director explains that Attorney Driscoll is seeking clarification on repeated deposits. E.D. Barnicle states that the matter must be discussed with Attorney Driscoll directly.
 - Tenant's neighbor speaks on behalf of tenant and states she refused to sign fraud agreement with Executive Director Barnicle. Why are tenants being held responsible to sign FRAUD repayments?
- Washington Street tenant thanks the housing authority for forwarding his request onto Attorney Bailey, and questions if Atty. Bailey is still working for DHCD (The Department of Housing and Community Development), or if he is now working directly for the Wellesley Housing Authority.
 - Executive Director Barnicle states that Attorney Bailey is still working for DHCD and that Wellesley Housing has the ability to use him through the regional attorney program with the State.
 - He is not pleased Attorney Bailey, and Executive Director Barnicle reminds Tenant not to discuss someone not at the open meeting. Tenant requests a statement of everything that WHA has paid to repair for his flooded apartment. Tenant is still requesting a suit and topcoat be replaced. They were brought to the dry cleaners but were not restored.

10. Adjournment

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

Next scheduled meeting is for Thursday October 24, 2019