

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, May 28, 2020 – 9:30 AM
<https://www.wellesleymedia.org/live-streaming.html>
View on TV on Comcast 8/Verizon 40

1. Roll Call
 - Maura Renzella, Chairperson - present
 - Michelle Chalmers, Commissioner – present
 - Kim Maire, Commissioner- present
 - Don Kelley – present (came after roll call)
 - Sean Barnicle, Executive Director
 - Jackie Sullivan, Deputy Director
2. Approval of Minutes
 - a. Resolution #2020-20: Approval of the minutes from April 13, 2020
 - i. Upon a duly made motion to approve minutes for April 13, 2020 made by Commissioner Michelle Chalmers, and seconded by Commissioner Kim Maire, the motion to approve was approved by the following vote: 3-0.
 - b. Resolution #2020-21: Approval of the minutes from April 30, 2020
 - i. Upon a duly made motion to approve minutes for April 30, 2020 made by Commissioner Michelle Chalmers, and seconded by Commissioner Kim Maire, the motion to approve was approved by the following vote: 3-0.
3. Financial Reports
 - a. Resolution #2020-22: Motion to approve May Bill Payments/Warrant online totaling \$136,048.92, online payment.
 - i. Upon a roll call vote the board approved the online payment for the May Bill Payments/Warrant
 - Roll Call vote: Maura Renzella, approve
 - Michelle Chalmers, approve
 - Kim Maire, approve
 - b. Monthly Financial Statements
 - i. March 2020 Received and Place on file (no approval needed)
 - Reserve level at 21 percent.
 - ii. April 2020 Received and Place on file (no approval needed)
 - Reserve level at 21 percent. Legal costs remain high at more than twice the pro rata budgeted amount with costs related to employment, Washington Street parking lot easement and tenant issues.
4. TAR (Tenant Accounts Receivable) report by development
 - a. March and April reports are unavailable due to software issues. Director of Finance and Human Resources is working with the software company to resolve the report.
5. Executive Directors Report

- See attached report

Discussion:

- Maintenance back to a full crew and are starting work on landscaping and other outdoor work.
- Washington St. window project and office renovation project have been approved by DHCD. Barton Road siding project is awaiting approval.
- Rent adjustments have been expedited for tenants that have been affected by COVID-19, and everyone is on a rent freeze from March 1.
- A new website has been created by Jackie Sullivan, and staff is working to encourage tenants to use it to keep informed. <https://www.wellesley-housing.org/>
- Staff are starting to come back into the office, and interviews are being set up for a new maintenance person.

6. Old Business

- a. Discussion: Wellesley Housing Authority/Needham Housing Authority Facilities Director Contract.
 - i. In response to Resolution #2020-13 at the March 5, 2020 meeting, Executive Director Barnicle plans to contact Needham Executive Director Angie Medeiros for release from the contract.
 - ii. Board of Commissioners unanimously agrees to complete separation from Needham Housing Authority

7. New Business

- a. Resolution #2020-23: Approval of Wellesley Housing Authority (WHA) Policy and Procedure Review Process
 - i. Upon a duly made motion to approve the WHA policy and Procedure review process made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 4-0.

Discussion: Outdoor, smoking, and parking policy drafts will be posted on website. Kim Maire and Maura Renzella volunteered for the policy subcommittees.
- b. Discussion: 2019 Performance Management Review (PMR) results
 - See attached PMR
 - Discussion:
 - Occupancy Rate: Corrective Action – DHCD noted in PMR that Wellesley is on a hold from filling vacancies, and is working with DHCD.
 - Tenant Accounts Receivable (TAR): Corrective Action – between the 1st quarter and the 3rd quarter, TAR percentages decreased from 15.5% to 9%. WHA staff also increased the Shelter Rent \$513,935.00.
 - Board Member training: No Findings
 - Certifications and Reporting Submissions: Operational Guidance – 80% of submissions and all of 4th quarter (year end) submissions and certifications must be submitted on time.

- Adjusted Net Income: Corrective Action - 80% of submissions and all of 4th quarter (year end) submissions and certifications must be submitted on time.
 - Operating Reserves: Corrective Action - 80% of submissions and all of 4th quarter (year end) submissions and certifications must be submitted on time.
8. Other Business - none.
9. Citizen Speak - none.
10. Adjournment
- a. Upon a duly made motion to adjourn made by Commissioner Michelle Chalmers and seconded by Commissioner Don Kelley, the motion was approved by the following vote: 4-0.

Next Meeting Date: Thursday June 25, 2020

**Wellesley Housing Authority
Executive Director Report
May 28, 2020 Board Meeting**

Morton Circle (667-1)

- Maintenance has begun landscaping at the developments. Which includes leave removal, shrub/tree pruning, and cutting grass.

Washington St (667-2)

- The Window project received approval from DHCD, and they are now working on a bid schedule.

Weston Rd (667-3)

- Maintenance has begun the landscaping and spring cleanup at the development

River St (667-3)

- Maintenance has begun the landscaping and spring cleanup at the development

Barton Rd (200-1)

- Office Renovation project is still moving forward. DHCD has approved the drawings, and the project will be out to bid in early June.

Linden-Waldo Court (705-1)

Old Business

New Business

- COVID-19 Public Housing Notices (PHN's)
 - 2020-07 COVID-19 Information Memo
 - 2020-08 DHCD Oversight During COVID-19
 - 2020-09 Interim Redeterminations
 - 2020-10 Capital projects During Covid-19
 - 2020-11 Operational Guidance for COVID-19
 - 2020-12 Guidance on Evictions and Rent Recertifications
 - 2020-13 Preparing for and Responding to COVID-18 Case in Public Housing
 - 2020-14 Procuring Supplies & Services Related to COVID-19
 - 2020-15 Resident Services Resources
 - 2020-16 Remote Public Meetings During COVID-19
 - 2020-17 DHCD Required Certifications and Submissions Deadline Extension
 - 2020-18 Protection of Personal Data at Home or in the Office
 - 2020-19 Changes to 12-31-19 FYE PRMs due to State of Emergency
 - 2020-20 Restricting Access to High-Risk Developments
 - 2020-21 Rent Policy During COVID-19 Emergency



Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

Performance Management Review Remote Desk Audit Review Confirmation Letter

May 11, 2020

Dear Sean,

Thank you for scheduling your Performance Management Review (PMR). DHCD is conducting this PMR remotely in response to the State of Emergency declared by the Governor on March 10, 2020 due to the COVID-19 pandemic and to support related public health efforts to minimize the spread of the virus. The remote PMR will consist of a review and publication of your Desk Audit, only. The physical condition assessment of this PMR is suspended for the reasons stated above.

For more information about the PMR please see **Public Housing Notices #2016-36, #2018-8, #2019-01, and #2020-19.**

I will follow-up with you to discuss operational guidance and/or corrective action ratings identified in the Desk Audit criteria, or for other PMR-related matters. The date and time that I am proposing for the phone call is as follows: If this is not convenient please let me know and we will find another date and time.

Wednesday, May 20th at 11:00 a.m.
Tel: 781-235-0223

Please note the following:

- You are not required to assemble any documents in advance of this call.
- Since no unit inspections will be conducted for this PMR, you do not need to notify tenants that their unit may be inspected.
- Since the physical assessment component is suspended, you are not required to ensure that a senior member of the maintenance staff is available to participate on the call.

**Performance Management Review
Remote PMR Confirmation Letter
Page 2**

During the call, I will review the results and next steps of your Desk Audit.

I look forward to discussing your accomplishments and provide assistance where needed. If you have any questions about your remote PMR, please contact me at 617-573-1231.

Sincerely,

Bob Pelletier

cc: Carrie Sousa

Performance Management Review

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Desk Audit Ratings Summary For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority			
Housing Authority	Wellesley Housing Authority		
Fiscal Year Ending	12/31/2019		
Housing Management Specialist	Robert Pelletier		
Facilities Management Specialist	Wilzor Exantus		
Criteria	Score/Rating		
	Management		
Occupancy Rate	c.667	c.705	c.200
	Corrective Action	Corrective Action	No Findings
Tenant Accounts Receivable (TAR)	c.667	c.705	c.200
	Corrective Action	Corrective Action	Corrective Action
Board Member Training	No Findings		
Certifications and Reporting Submissions	Operational Guidance		
	Financial		
Adjusted Net Income	Corrective Action		
Operating Reserves	Corrective Action		

Performance Management Review

Wellesley Housing Authority	
FYE:	12/31/2019
Phone #:	781-235-0223
Fax #:	781-239-0802
Current LHA Staff	
Executive Director	Sean Barnicle
Chief Procurement Officer	Sean Barnicle
Maintenance Foreman	Gary Kuphal
Fee Accountant	Milne, Shaw & Robillard, P.C.
Legal Counsel	Jonathan Driscoll
Legal Counsel	Jeffrey Driscoll
DHCD Contacts	
Housing Management Specialists	Robert Pelletier
Project Managers	Stefanie Brynen
Facilities Management Specialists	Wilzor Exantus
Construction Advisors	Thomas Mulvey
After Hours or Weekend Emergency Contact:	Gary Kuphal
After Hours or Weekend Emergency #:	781-727-9047
Phone Number	781-235-0223
Email	sbarnicle@wellesleyhousing.org
Phone Number	781-235-0223
Email	sbarnicle@wellesleyhousing.org
Phone Number	781-727-9047
Email	gkuphal@needhamhousing.org
Accounting/Legal	
Regional Attorney	Andrew Bailey
Firm Name	
Attorney Name	
Firm Name	Driscoll & Driscoll
Phone Number	617-573-1231
Email	robert.pelletier@massmail.state.ma.us
Phone Number	617-573-1174
Email	Stefanie.Brynen@mass.gov
Phone Number	617-573-1227
Email	Wilzor.Exantus@mass.gov
Phone Number	617-573-1171
Email	Thomas.Mulvey@massmail.state.ma.us

Report Date: 5/11/2020

PMR Occupancy Rate Report

LHA: Wellesley Housing Authority

Report Date: 5/11/2020

Month of Quarter	1st Quarter (3/31/2019)			2nd Quarter (6/30/2019)			3rd Quarter (9/30/2019)			4th Quarter (12/31/2019)			Annual Average	Rating
	Occ. Units Avail for Occ.	Occ. Rate	Units Avail for Occ.	Occ. Units Avail for Occ.	Occ. Rate	Units Avail for Occ.	Occ. Units Avail for Occ.	Occ. Rate	Units Avail for Occ.	Occ. Units Avail for Occ.	Occ. Rate			
Program Number: 200, Total Units in Program: 88														
1st	86	87	98.9%	86	87	98.9%	86	87	98.9%	85	86	98.8%		
2nd	86	87	98.9%	86	87	98.9%	86	87	98.9%	84	86	97.7%		
3rd	86	87	98.9%	86	87	98.9%	86	87	98.9%	84	87	96.6%		
Quarter Total:			98.9%			98.9%			98.9%			97.7%	98.6%	No Findings

Program Number: 667, Total Units in Program: 133														
1st	121	133	91.0%	119	133	89.5%	115	130	88.5%	115	133	86.5%		
2nd	119	130	91.5%	119	133	89.5%	114	132	86.4%	112	130	86.2%		
3rd	119	133	89.5%	118	132	89.4%	115	133	86.5%	113	133	85.0%		
Quarter Total:			90.7%			89.4%			87.1%			85.9%	88.3%	Corrective Action

Program Number: 705, Total Units in Program: 12														
1st	10	12	83.3%	10	12	83.3%	10	12	83.3%	10	12	83.3%		
2nd	10	12	83.3%	10	12	83.3%	10	12	83.3%	10	12	83.3%		
3rd	10	12	83.3%	10	12	83.3%	10	12	83.3%	10	12	83.3%		
Quarter Total:			83.3%			83.3%			83.3%			83.3%	83.3%	Corrective Action

Program Number: All, Total Units in Program: 233														
1st	217	232	93.5%	215	232	92.7%	211	229	92.1%	210	231	90.9%		
2nd	215	229	93.9%	215	232	92.7%	210	231	90.9%	206	228	90.4%		
3rd	215	232	92.7%	214	231	92.6%	211	232	90.9%	207	232	89.2%		
Quarter Total:			93.4%			92.7%			91.3%			90.2%	91.9%	Corrective Action

Note: Units Available for Occupancy are units that do not have a vacancy waiver and vacant more than 30 days.

Department of Housing and Community Development PMR Board Member Training Report

LHA: Wellesley

Fiscal Year: 2019

Report Date: 5/11/2020

Total Number of Board Members:	5
Number of Board Members less than 90 days since election or appointment *	0
Number of Board Members with statutory requirement to complete training *	5
Number of Board Members who have completed training	4
Percentage	80%
Certifications Submissions Rating:	No Findings

* Calculated as of 15 days after Fiscal Year End

Department of Housing and Community Development PMR Certification/Submissions Report

LHA: *Wellesley* **Fiscal Year:** *2019* **Report Date:** *5/11/2020*

Operating Statements	Submitted	Days Late
Quarter Ending 3/31/2019	Yes	0
Quarter Ending 6/30/2019	Yes	0
Quarter Ending 9/30/2019	Yes	73
Quarter Ending 12/31/2019	No	0

TAR Submissions	Submitted	Days Late
Quarter Ending 3/31/2019	Yes	0
Quarter Ending 6/30/2019	Yes	0
Quarter Ending 9/30/2019	Yes	73
Quarter Ending 12/31/2019	No	0

Vacancy Submissions	Submitted	Days Late
Quarter Ending 3/31/2019	Yes	231
Quarter Ending 6/30/2019	Yes	139
Quarter Ending 9/30/2019	Yes	47
Quarter Ending 12/31/2019	No	30

Certifications/Submissions Rating:

Operational Guidance

Department of Housing and Community Development

PMR Adjusted Net Income Report

LHA: **Wellesley**

Fiscal Year: **2019**

Report Date: **5/11/2020**

ACCT NO	Acct Class	1 st Quarter YTD 03/31/2019	2 nd Quarter YTD 06/30/2019	3 rd Quarter YTD 09/30/2019	FY END YTD 12/31/2019
2700	NET INCOME (DEFICIT)	\$12,291	-\$3,368	\$20,692	\$0
4801	Depreciation Expense	\$0	\$0	\$0	\$0
4541	Employee Benefits - GASB 45	\$0	\$0	\$0	\$0
4542	Pension Expense - GASB 68	\$0	\$0	\$0	\$0
4610	Extraordinary Maintenance	\$9,394	\$12,391	\$17,664	\$0
4611	Equipment Purchases - Non Capitalized	\$2,151	\$2,950	\$4,187	\$0
4000	TOTAL EXPENSES	\$401,425	\$795,822	\$1,180,238	\$0
	Adjusted Net Income as a % of Total Expenses	3.9%	1.6%	3.3%	

Note: The calculation is as follows:
 (Net Income (2700) + Depreciation Expense (4801) + GASB Employee Benefits (4541) + GASB Pension Expense (4542) + Extraordinary Maintenance (4610) + Equipment Purchases Non Capitalized (4611)) / (Total Expenses (4000))

For more details refer to the User guide.

Adjusted Net Income as a Percentage of Total Expenses: **N/A**

Adjusted Net Income Rating: **Corrective Action**

Operating Reserve Rating: **Corrective Action**

Department of Housing and Community Development HAFIS - PMR Tenants Accounts Receivables (TAR) Report

LHA: *Wellesley*

Fiscal Year: 2019

Report Date: 5/11/2020

Cumulative TAR - 200	1 st Quarter 03/31/2019	2 nd Quarter 06/30/2019	3 rd Quarter 09/30/2019	4 th Quarter / FY END 12/31/2019
TAR Balance (Account 1122 from the Balance Sheet)	\$35,145	\$55,949	\$65,412	\$0
Normal Repayment Agreement Balances (from TAR application)	\$11,562	\$14,519	\$15,338	\$0
TAR Balance Minus Normal Repayment Agreements	\$23,583	\$41,430	\$50,074	\$0
Shelter Rent (Account 3110 from the Operating Statement)	\$119,347	\$264,352	\$418,342	\$0
TAR Metric for TAR Overall	19.8 %	15.7 %	12.0 %	
Cumulative TAR Rating: C				

Cumulative TAR - 667	1 st Quarter 03/31/2019	2 nd Quarter 06/30/2019	3 rd Quarter 09/30/2019	4 th Quarter / FY END 12/31/2019
TAR Balance (Account 1122 from the Balance Sheet)	\$11,887	\$14,061	\$13,299	\$0
Normal Repayment Agreement Balances (from TAR application)	\$4,066	\$3,030	\$1,542	\$0
TAR Balance Minus Normal Repayment Agreements	\$7,821	\$11,031	\$11,757	\$0
Shelter Rent (Account 3110 from the Operating Statement)	\$99,549	\$198,542	\$290,416	\$0
TAR Metric for TAR Overall	7.9 %	5.6 %	4.0 %	
Cumulative TAR Rating: C				

Cumulative TAR - 705	1 st Quarter 03/31/2019	2 nd Quarter 06/30/2019	3 rd Quarter 09/30/2019	4 th Quarter / FY END 12/31/2019
TAR Balance (Account 1122 from the Balance Sheet)	\$4,299	\$5,396	\$7,118	\$0
Normal Repayment Agreement Balances (from TAR application)	\$0	\$2,152	\$2,071	\$0
TAR Balance Minus Normal Repayment Agreements	\$4,299	\$3,244	\$5,047	\$0
Shelter Rent (Account 3110 from the Operating Statement)	\$10,911	\$22,773	\$34,984	\$0
TAR Metric for TAR Overall	39.4 %	14.2 %	14.4 %	
Cumulative TAR Rating: B				
Corrective Action				

Department of Housing and Community Development HAFIS - PMR Tenants Accounts Receivables (TAR) Report

Cumulative TAR - ALL	1 st Quarter 03/31/2019	2 nd Quarter 06/30/2019	3 rd Quarter 09/30/2019	4 th Quarter / FY END 12/31/2019
TAR Balance (Account 1122 from the Balance Sheet)	\$51,331	\$75,406	\$85,829	\$0
Normal Repayment Agreement Balances (from TAR application)	\$15,628	\$19,701	\$18,951	\$0
TAR Balance Minus Normal Repayment Agreements	\$35,703	\$55,705	\$66,878	\$0
Shelter Rent (Account 3110 from the Operating Statement)	\$229,807	\$485,667	\$743,742	\$0
TAR Metric for TAR Overall	15.5 %	11.5 %	9.0 %	
Cumulative TAR Rating ALL				Corrective Action

PMR Capital Benchmarks for LHA Fiscal Year 2019

1. During the 3-Year reporting period, the housing authority's Formula Funding usage was as shown in the following table. (Note that benchmark spending only includes Formula Funding, not any special awards such as Compliance Reserve or Sustainability).

Capital Spending For DHCD fy 2017 Through DHCD fy 2019		
Category	Amount per DHCD Records	Definitions
Formula Funding Balance at beginning of 3-Year reporting period	\$1,313,465	Sum of all Formula Funding awarded for fiscal years from 2011 through 2019 minus funds spent prior to fiscal year 2017.
Net Formula Funding Available (after taking out LHA Emergency Reserve)	\$1,116,445	Amount above (Formula Funding Balance) minus LHA Emergency Reserve.
Formula Funding Disbursed during the 3-Year reporting period.	\$972,636	Formula Funding Disbursed during the 3-Year reporting period.
% of Net Formula Funding Available disbursed during the 3-Year period	87%	Formula Funding Disbursed during the 3-Year period as a % of Net Formula Funding Available.
Capital Spending Rating	No Findings	Less than 50% - "Corrective Action"; 50% to 80% - "Operational Guidance"; otherwise "No Findings".

Table updated 3/5/2020 4:43:38 PM

2. According to DHCD records, your most recently required Capital Improvement Plan was submitted as noted below.

Capital Improvement Plan CIP-2020		
Capital Plan Due Date	9/15/2019	Performance Criteria
Capital Plan Submitted	8/8/2019	Submitted on or before the due date --> "No Findings" Submitted up to 45 days late --> "Operational Guidance" Submitted more than 45 days late --> "Corrective Action"
Days Late	On Time	
Performance	No Findings	

Table updated 3/5/2020 4:58:43 PM

3. Projects which had disbursements during the 3-year reporting period:

Project Detail for Benchmark Spending fy2017 Through fy2019									
FISH Number	FISH Project Description	FISH TDC	Special Award	Special Spent	FF Spent Prior Period	FF Spent This Period	Special Contracted	FF Contracted	
324046	FF: Maintenance Storage Garage	\$356,917	\$890	\$890	\$71,982	\$284,045	\$0	\$0	\$0
324061	FF: Window Rplmt/siding repair	\$344,869	\$0	\$0	\$34,748	\$310,122	\$0	\$0	\$0
324062	FF: VCT Flooring in Common Areas and Community Room	\$8,735	\$0	\$0	\$0	\$8,735	\$0	\$0	\$0
324064	FF: Driveway-lot repave, walk repair, River St. FY2017	\$59,913	\$0	\$0	\$0	\$59,913	\$0	\$0	\$0
324067	FF: CIP Consultant	\$1,957	\$0	\$0	\$1,319	\$638	\$0	\$0	\$0
324068	FF: Bathtub repair	\$29,985	\$0	\$0	\$0	\$29,985	\$0	\$0	\$0
324069	FF: Flooring-Washington Street	\$58,739	\$23,800	\$23,800	\$2,231	\$32,708	\$0	\$0	\$0
324070	FF: Roof Replacement 507-509	\$90,866	\$0	\$0	\$3,698	\$87,167	\$0	\$0	\$0
324075	FF: Tub/Shower Surround Barton Road	\$20,968	\$0	\$0	\$0	\$20,978	\$0	\$0	\$0
324077	FF: roof replacement bldgs 2,3,4,5	\$65,411	\$0	\$0	\$0	\$65,411	\$0	\$0	\$0
324078	FF: Tree removal	\$9,570	\$0	\$0	\$0	\$9,570	\$0	\$0	\$0
324079	FF: ADA Automatic Door Opener-503 Door#2	\$6,764	\$0	\$0	\$0	\$6,764	\$0	\$0	\$0
324080	FF: EMG AC Replacement (Comm Room)	\$9,020	\$0	\$0	\$0	\$9,020	\$0	\$0	\$0
324081	FF: 17 Extraordinary Maintenance	\$47,000	\$47,000	\$47,000	\$0	\$0	\$0	\$0	\$0
324082	FF: Building Envelope Updates	\$351,108	\$0	\$0	\$0	\$13,375	\$0	\$0	\$0
324083	FF: Boiler Switches/Disconnects	\$8,250	\$0	\$0	\$0	\$8,250	\$0	\$0	\$0

Project Detail for Benchmark Spending fy2017 Through fy2019

FISH Number	FISH Project Description	FISH TDC	Special Award	Special Spent	FF Spent Prior Period	FF Spent This Period	Special Contracted	FF Contracted
324085	Tub/Shower Surround Barton Road	\$29,827	\$0	\$0	\$0	\$24,255	\$0	\$0
324086	Water Shut off Valve Replacement	\$36,797	\$0	\$0	\$0	\$1,700	\$0	\$0
Totals		\$1,536,695	\$71,690	\$71,690	\$113,977	\$972,636	\$0	\$0

Table updated 3/5/2020 4:45:34 PM

PMR Capital Benchmarks for LHA Fiscal Year 2019

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Fiscal Year 2019	
For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority	
Criteria	Score/Rating
	Capital
Capital Improvement Plan (CIP) Submitted	No Findings
Capital Spending	No Findings