

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, August 27, 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
 - Kim Maire, Commissioner- present
 - Janice Coduri, Commissioner – present
 - Sean Barnicle, Executive Director
 - Jackie Sullivan, Deputy Director
 - Viviana Veira, Director of Finance and Human Resources
2. Citizen Speak – none
3. Approval of Minutes.
 - a. Resolution #2020-36: Approval of the minutes from July 23, 2020
 - i. Upon a duly made motion to approve minutes for July 23, 2020 made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following vote: 3-0.
4. Financial Reports
 - a. Resolution #2020-37: Motion to approve August Bill Payments/Warrant online totaling \$91,801.96, online payment.
 - i. Upon a duly made motion to approve August Bill Payments/Warrant made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following vote: 3-0
 - o Discussion:
 - o PHA/Hampden Technologies provides web-based software that WHA uses daily for maintenance, work orders, inventory, as well as the Tenant Accounts Receivables and other reports.
 - o WHA became a test site for a software upgrade in the spring, but there have been problems with the TAR report since then.
 - o Staff is supportive of PHA efforts to improve the software.
 - o WHA financial ledgers are not affected by the software problems and are reliable and accurate.
 - b. Monthly Financial Statements
 - i. July 2020 Received and Place on file (no approval needed)
 - ii. Reserve Level is improving and now at 28.3%

5. Executive Directors Report

- See Attached Report
- Discussion:
 - Three renovation projects are in the works, but the office renovation project is current focus.
 - The Outdoor/Grounds and the Parking day to day procedure implementation will begin after Labor Day.
 - New maintenance staff member Jopher Ramos started work on Aug. 17.
 - DHCD Waiting list project - The second round of mailing went to applicants and are due back to the WHA by 8/28/2020. This round was for 500 family applications. We have received a letter from DHCD clearing us for filling vacancies.

6. Chairperson Report

- Discussion:
 - Chairperson Renzella formally recognizes Commissioner Janice Coduri as the WHA liaison with the Community Preservation Committee. The CPC held a meeting with TISE Design on Aug. 26 to get an update on the Phase 1 of the Barton Road redevelopment feasibility study. Chairperson Renzella, Commissioner Coduri and Executive Director Barnicle attended the CPC meeting.
 - As a follow-up to that meeting, Chairperson Renzella proposed a special WHA Board meeting to discuss the TISE project.

7. New Business

- a. Resolution #2020-38: Approval of Wellesley Housing Authority Capitalization Policy
 - i. Upon a duly made motion to approve the WHA Capitalization Policy made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following vote: 3-0.
- b. Discussion: Annual Plan Binder
 - Discussion:
 - Nine sections, many autogenerated by DHCD.
 - Section 5 narrative responses to the PMR can be fine-tuned.

8. Adjournment

- a. Upon a duly made motion to adjourn made by Commissioner Kim Maire and seconded by Commissioner Janice Coduri, the motion was approved by the following vote: 3-0

Next Meeting Date: Thursday Sept. 24, 2020, 9:30 a.m.

**Wellesley Housing Authority
Executive Director Report
August 27, 2020 Board Meeting**

Morton Circle (667-1)

- WHA Staff have finished packaging masks for our Elderly/Disabled residents. Masks will be distributed to the residents between August 24th-August 28th

Washington St (667-2)

- WHA Staff have finished packaging masks for our Elderly/Disabled residents. Masks will be distributed to the residents between August 24th-August 28th.

Weston Rd / River St (667-3)

- WHA Staff have finished packaging masks for our Elderly/Disabled residents. Masks will be distributed to the residents between August 24th-August 28th

Barton Rd (200-1)

- The pre-construction meeting with DHCD and Vareika Construction happened on 8/6/2020. A timeline has not been established yet for when work will begin. Vareika is working with the architect to approve all material used in the project.
- The selective siding and painting project has been bid. The lowest bidder has not been awarded the contract yet. DHCD is working with contractor and may need to go to the second bidder on the list.

Old Business

- Rick Shaw, the fee accountant, has availability starting September 9, 2020 to do a financial seminar regarding the budget and the monthly financial reports.
- Jopher Ramos started on Monday August 17th. He came from the Framingham Public Schools and has substantial property maintenance experience.
- The Outdoor/Grounds policy day to day procedure and the Parking policy day to day procedure have been written and worked out with Staff. Implementation will begin after Labor Day.
- DHCD Waiting list project
 - The second round of mailing went to applicants on 8/14/2020 and are due back to the WHA by 8/28/2020. This round was for 500 family applications.
 - No meeting date has been set for a joint DHCD/WHA meeting to discuss the waiting list.
- Pest control has been contacted and WHA staff have been instructed on how to take a more pro-active approach to treating pests. The pest control company has already been to the developments to disperse more exterior mice/rat boxes, and have agreed to treat whole "lanes" at Barton Rd, when treating for pests.
- The WHA is in the process of finalizing a Parking MOU with Nicks Towing out of Newton, MA.
- Dumpsters were available to Barton Rd tenants from August 3rd -August 6th.

New Business

- Rent Collection Policy will go back to the subcommittee for a final review before going to the WHA board for approval.
- Resident Services have continued to pass out pizzas on Wednesdays through out the summer. Pam is looking into doing an ice cream truck event for the families.
- Resident Services has secured back packs for families going back to school and will be distributing the backpacks to the families before school starts.