

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, July 23, 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
 - Janice Coduri, Commissioner – present
 - Kim Maire, Commissioner- present
 - Renee Spencer, Commissioner – present
 - Sean Barnicle, Executive Director
 - Jackie Sullivan, Deputy Director

2. Approval of Minutes
 - a. Resolution #2020-32: Approval of the minutes from June 29, 2020
 - i. Upon a duly made motion to approve minutes for June 29, 2020 made by Commissioner Renee Spencer, and seconded by Commissioner Kim Maire, the motion to approve was approved by the following vote: 3-0. Commissioner Coduri abstained from voting on the minutes, as she was not a board member for that meeting.

 - b. Resolution #2020-33: Approval of the minutes from July 1, 2020
 - i. Upon a duly made motion to approve minutes for July 1, 2020 made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion to approve was approved by the following vote: 4-0.

 - c. Resolution #2020-34: Approval of the minutes from July 10, 2020
 - i. Upon a duly made motion to approve minutes for July 10, 2020 made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following vote: 4-0

3. Financial Reports
 - a. Resolution #2020-35: Motion to approve July Bill Payments/Warrant online totaling \$95,506.99, online payment.
 - i. Upon a duly made motion to approve July Bill Payments/Warrant made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion to approve was approved by the following vote: 4-0

 - b. Monthly Financial Statements
 - i. June 2020 Received and Place on file (no approval needed)
 - ii. Reserve level is improving and is now at 26.7%.

4. TAR report by development (Tenant Accounts Receivable)
 - See Attached Report
 - Discussion: June report did not include write offs, receivables have risen almost 300% since the beginning of COVID19.
5. Executive Directors Report
 - See Attached Report
 - Discussion:
 - Nena Construction was awarded the contract for the window project at Washington St.
 - New maintenance employee hiring process should be concluded soon.
 - Waitlist project is nearing completion. Only one response from the old waitlist had been received out of 111 ahead of the deadline on July 27. Next step would be to verify applicants for inclusion into general waitlist.
 - Seven households are being rehoused, and after the transfer, old units will be prepared for new tenants.
6. Chairperson Report - None
7. Old Business
 - a. Tenants are requested to contact WHA with any questions about rent issues.
8. New Business
 - a. Annual Meeting – Voting for Board of Commissioner positions
 - i. Annual Meeting is tabled for further discussion. Board members would like to review the by-laws and have an orientation to understand the positions and the responsibilities that go along with each position.
 - ii. Discussion: Capitalization Policy and subcommittee selection
 - Janice Coduri agrees to be on the subcommittee
 - iii. Discussion: Rent Collection Policy subcommittee selection
 - Maura Renzella and Kim Maire and WHA staff members. Tabled for further discussion.
9. Other Business – None.
10. Citizen Speak – None.
11. Adjournment

Next Meeting Date: Thursday August 27, 2020