

Wellesley Housing Authority Board Meeting  
Online Remote Meeting Minutes  
Thursday, September 24, 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  
Janice Coduri, Commissioner  
Renee Spencer, Commissioner  
Kim Maire, Commissioner  
Sean Barnicle, Executive Director, WHA  
Jackie Sullivan, Deputy Director, WHA

2. Citizen Speak - none

3. Approval of Minutes

- a) Resolution #2020-40: Approval of minutes from August 27, 2020.  
i) Upon a duly made motion made by Commissioner Janice Coduri, seconded by Commissioner Renee Spencer, the motion was approved 4-0.
- b) Resolution #2020-41: Approval of minutes from September 2, 2020.  
i) Upon a duly made motion made by Commissioner Janice Coduri, seconded by Commissioner Renee Spencer, the motion was approved 4-0.
- c) Resolution #2020-42: Approval of minutes from September 17, 2020.  
i) Upon a duly made motion made by Commissioner Janice Coduri, seconded by Commissioner Renee Spencer, the motion was approved 4-0.

4. Financial Reports

- a) Resolution #2020-43: Approval of September Bill Payments/Warrant in the amount of \$162,263.50.  
i) Upon a duly made motion made by Commissioner Renee Spencer, seconded by Commissioner Janice Coduri, the motion was approved 4-0.
- b) Monthly Financial Statements  
i) August 2020 Received and Place on file (no approval needed).  
ii) Reserves were at 30.7 percent.

5) Tenant Accounts Receivable (TAR)

- a) See Attached Report  
i) Discussion:  
• Report issues have been resolved and is now up to date. Account Receivables have improved from the recent high in June after residents began receiving statements again and through proactive steps by WHA staff. Vacancies are at 36 units.

6. Executive Directors Report

- a) See Attached Report

7. Chairperson Report

a) Discussion:

- Community Preservation Committee (CPC) rental assistance opportunity is being explored and further discussion is expected.
- Executive Director performance evaluation and contract extension, further discussion TBD.

8. Old Business

a) Resolution #2020-06: Approval of Final Washington Street Parking Lot Memorandum of Understanding.

- i) Upon a duly made motion by Commissioner Renee Spencer, seconded by Commissioner Janice Coduri, the motion was approved 4-0.

Discussion:

- The Town of Wellesley real estate attorney recommended adding a notary clause, and eliminated the specific titles for the Exhibits, requiring a re-vote on the MOU.

9. New Business

a) Resolution #2020-44: Approval and Authorization for Chairperson to sign the Final Washington Street Parking Lot Memorandum of Understanding.

- i) Upon a duly made motion by Commissioner Renee Spencer, seconded by Commissioner Janice Coduri, the motion was approved 3-0. Chairperson Renzella abstained from voting.

b) Resolution #2020-45: Selection and Approval of the Wellesley Housing Authority Single Grievance Officer.

- i) Upon a duly made motion made by Commissioner Janice Coduri, seconded by Commissioner Kim Maire, the motion was approved 4-0.

- Discussion: Emily Eschmann as the WHA primary Grievance Officer, and Patty Florio will be invited to be a backup officer.

c) Resolution #2020-46: Approval of Owner-Contractor Agreement for FISH #324082 Vareika Construction, Inc.

- i) Upon a duly made motion made by Commissioner Janice Coduri, seconded by Commissioner Kim Maire, the motion was approved 4-0.

d) Resolution #2020-47: Approval of Construction Change Order for Office Renovation Project FISH # 324089

- **Tabled: Change order is not complete and approved by architect**

- e) Discussion: Summary Timeline of TDA (Tise Design Associates) progress/activity on Wellesley Housing Authority Barton Road Redevelopment Project.

Discussion:

- A meeting with Tise is requested by the Board to determine what is needed to close out Phase 1 of the feasibility study.

- f) Discussion: PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response,

- i) An estimated \$76,000 in CARES money is expected from HUD through DHCD to help cover costs associated with the pandemic.

Discussion:

- A cost analysis is needed of what spending has happened already, possible projects include intercom replacement at Washington Street and Morton Circle, Unit inspections, and resident communication

- g) Discussion: WHA waiting list update.

- i) Deputy Director Jackie Sullivan reports:

- 1,000 letters will have been sent for four 2-bedroom family units. 500 letters were already sent with a return date Aug. 28, and had a 10 percent return rate. Another 500 will be sent for the family units.
- A 500-person list will also be generated for senior units. Potential transfers have been notified and will be processed.

- h) Discussion: FY 2021 DHCD Budget Guidelines

- i) PHN 2020-30 released. A 4-percent budget cut for the ANUEL announced, compared to a 10-percent increase the previous year. 2020 budget revisions will be due Nov. 1. Dec. 31 is deadline for 2021 budget.

10. Other Business - None

11. Adjournment:

- a) Upon a duly made motion made by Commissioner Kim Maire, seconded by Commissioner Renee Spencer, the motion was approved 4-0.

Next Meeting Date: Thursday October 22, 2020

WELLSLEY HOUSING AUTHORITY  
 TENANT ACCOUNT RECEIVABLE  
 VACANCY REPORT  
 05/31/2020

Dev #	# Units	Property	Total Due	Current	Days			Other Charges (Total)	Move Ins	Move Outs	Vacancies	Payment Agreements
					30-59	60-89	90+					
200-1	88	Barton Road	Active Tenants \$ 34,604.82 Vacated Tenants \$ - Total \$ 34,604.82	-	\$ 9,853.00	\$ 5,990.00	\$ 18,242.78	\$ 519.04	2	4	9	10
667-1	36	Morton Circle	Active Tenants \$ 1,877.00 Vacated Tenants \$ 1,168.00 Total \$ 3,045.00	-	\$ 1,670.00	\$ 182.00	\$ 722.00	\$ 25.00	1	1	8	1
667-2	40	Washington St	Active Tenants \$ 3,822.80 Vacated Tenants \$ - Total \$ 3,822.80	-	\$ 2,189.00	\$ 403.00	\$ 1,225.80	\$ 5.00	0	0	7	1
667-3	26	River St	Active Tenants \$ 1,365.00 Vacated Tenants \$ 269.00 Total \$ 1,634.00	(1,142.00)	\$ 2,307.00	\$ 269.00	\$ -	\$ 200.00	1	0	5	0
667-3	31	Weston Rd	Active Tenants \$ 1,173.00 Vacated Tenants \$ 4,325.00 Total \$ 5,498.00	-	\$ 662.00	\$ 264.00	\$ 10.00	\$ 374.00	0	1	4	1
705-1	12	Waldo Ct	Active Tenants \$ 611.00 Vacated Tenants \$ - Total \$ 611.00	-	\$ 602.00	\$ 9.00	\$ -	\$ -	0	1	3	2
<b>Total</b>			\$ 49,215.62	\$ (912.00)	\$ 17,547.00	\$ 7,651.00	\$ 23,657.58	\$ 1,272.04	4	7	36	15

Dec-19			\$ 37,203.81	\$ 15,973.89	\$ 8,410.42	\$ 3,859.35	\$ 7,994.35	\$ -	0	2	26	18
Jan - 20			\$ 24,864.17	\$ (539.25)	\$ 7,664.42	\$ 5,699.00	\$ 10,668.00	\$ -	1	1	27	15
Feb - 20			\$ 16,974.36	\$ (3,691.10)	\$ 5,873.04	\$ 3,956.42	\$ 9,176.00	\$ -	0	1	27	15
Mar - 20			\$ 38,165.90	\$ 16,391.78	\$ 11,456.89	\$ 446.00	\$ 5,929.38	\$ -	0	1	28	15
Apr - 20			\$ 50,715.38	\$ 24,081.04	\$ 2,707.06	\$ 11,952.46	\$ 9,836.00	\$ 2,138.82	0	0	28	15
May - 20			\$ 57,929.97	\$ -	\$ 22,459.73	\$ 16,363.00	\$ 13,491.38	\$ 2,018.86	0	1	29	15
June - 20			\$ 66,582.97	\$ 22,689.97	\$ (217.00)	\$ 13,652.76	\$ 28,497.38	\$ 1,959.86	0	3	32	15
July - 20			\$ 44,814.32	\$ -	\$ 14,175.72	\$ 8,558.00	\$ 20,283.34	\$ 1,797.26	0	3	32	15
Aug - 20			\$ 49,215.62	\$ (912.00)	\$ 17,547.00	\$ 7,651.00	\$ 23,657.58	\$ 1,272.04	4	7	36	15

**Wellesley Housing Authority  
Executive Director Report  
September 24, 2020 Board Meeting**

**Morton Circle (667-1) and Washington St (667-2)**

- A local tree company has come to the site to access our trees overlooking our parking areas and the buildings. They will be submitting a proposal for work. This has not been done in many years, and the tree should be cut back and thinned out. This will give more room around the buildings and will remove any potentially weak limbs that would be at risk if a big storm were to come through.

**Weston Rd / River St (667-3)**

- RCAT (Regional Capital Assistance Team) came to River Street to inspect the doors and door closures. In the CIP (Capital Improvement Plan) we have this job planned for next year. This job will also incorporate the intercom systems at the front doors and will also address handicap access buttons from the exterior of the building.
- The Tree Company has been to River Street and will be sending a scope of work to clear the trees away from the building.
- The Tree company has been to Weston Rd and has advised that a tree is getting old and should come down. Will be giving a price to the WHA.

**Barton Rd (200-1)**

- The selective siding and painting project has been bid. Varieka Construction, Inc. has been awarded the contract. After the contract is signed, a Pre-Construction meeting will be set to detail when and how the project will kick off. Once we have more information, we will be notifying the residents of the project and how long they expect to take.
- On Sunday, September 20<sup>th</sup>, a local Boy Scout Troop came to Barton Road and did a clean-up project.
- On Thursday September 17<sup>th</sup> the Wellesley DPW came to Barton Road and cleaned all of the parking areas with the Street Sweeper. This was in conjunction with the WHA maintenance department clearing back the overgrown areas at the end of the parking lots.
- On Wednesday September 23<sup>rd</sup>, Accurate Lines came to Barton Road to re-line and re-number the Barton Road parking areas.

**Old Business**

- Staffing Update: I have reviewed the previous job description for the front desk and have made changes to the position and how the position will interact with the WHA team. Plan to have the job posted in the paper by October 1, 2020.

**New Business**

- Pam Meehan, the RSC, has agreed to work an additional day moving forward through December 2020. This extra day will allow her to help more residents at the WHA.
- Rent Collection Policy is currently being reviewed by the WHA attorney. Once the policy is returned it will go back to the subcommittee for a final review after before going to the WHA board for approval.