

**Wellesley Housing Authority Board Meeting**  
Online Remote Meeting Minutes  
Monday, December 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  
Janice Coduri, Commissioner  
Kim Maire, Commissioner

Sean Barnicle, Executive Director  
Jackie Sullivan, Deputy Director  
Viviana Viera, Director of Finance and HR  
Rick Shaw, Fee Accountant

**2. Citizen Speak – None**

**3. New Business**

**a. Discussion:**

- i. Rick Shaw said that in the last three years, DHCD increased allowable spending by 10 percent, 4 percent, and 10 percent but he said that 2021 spending has been cut by 4 percent.
- ii. On the revenue side, account receivables are the key numbers to track for the budget. Budgeted revenue for 2021 is \$966,000 based on shelter rents which were down 3 percent in the first ten months of 2020.
- iii. Budgeted operating reserve is 29.9 percent. Mr. Shaw noted that the deadline for spending CARES money has been extended to December 2021. Year-end financial accounts should be available for the next Board meeting in Jan. 2021.

**4. Resolution #2020-63: Approval of FY 2021 Budget:**

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

**5. Approval of Minutes**

**a. Resolution #2020-60 Approval of November 30, 2020 Minutes:**

- i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved 3-0.

**b. Resolution #2020-61 Approval of December 11, 2020 Minutes:**

- i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved 3-0.

**6. Financial Reports**

**a. Resolution #2020-62, Approval of December Bill Payments/Warrant in the amount of 134,057.88.**

- i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved 3-0.

- b. **Monthly Financial Statements**
  - i. **November 2020 Received and Place on file (no approval needed)**
    - 1. Reserves stood at 34.8 percent. Money for Agreed Upon Procedures Audit for 2018 and 2019 has been carried forward, and arrangements are being made for completion.
- 7. **TAR report by development (Tenant Accounts Receivable) –**
  - a. Roughly 35 letters were sent to tenants on accounts receivables. TAR stood at \$138,050.72 at the end of November 2020. Vacancies stood at 38.
- 8. **Executive Director's Report**
  - a. **See Attached Report**
    - i. Change order is coming regarding the siding project for Barton Road.
    - ii. Interviews are being conducted for the maintenance position.
    - iii. The receptionist position is being advertised. Both are expected to be filled by the end of January.
- 9. **Chairperson Report**
  - a. Discussion: WHA Executive Director Goal Development for 2021. Draft Goals are accepted as final.
- 10. **Old Business**
  - a. **Discussion: PHN 2020-29 Allocation of Supplemental Funding for Coronavirus**  
Response continued from last meeting. CARES money spent so far is \$71, 674.53.
- 11. **New Business**
  - a. **Resolution #2020-64: Approval of Marc Wey Management Consultant proposal**  
with a cost of services at \$1,700,
    - i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved unanimously.
  - b. **Resolution #2020-65: Approval of FY 2021 Board Meeting Schedule**
    - i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved unanimously.
  - c. **Discussion: CHAMP update**
    - i. DHCD called to urge the ED to fill vacancies. (2:00 minutes) A second batch of 1000 letters was sent out with a response deadline of Dec. 16 deadline.
  - d. **Discussion: Fee accountant update**
    - i. several replacements for the Fee Accountant are being explored.
- 12. **Other Business** - None
- 13. **Adjournment**
  - a. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved 3-0.

Next Meeting Date: Thursday January 28, 2021

WELLESLEY HOUSING AUTHORITY  
TENANT ACCOUNT RECEIVABLE  
VACANCY REPORT  
11/30/2020

Dev #	# Units	Property	Total Due	Current	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House Repayments	Court Repayments	Fraud Repayments	Move Ins	Move Outs	Vacancies	Payment Agreements
200-1	88	Barton Road	\$ 113,436.92	\$ 19,172.00	\$ (4.00)	\$ 8,877.00	\$ 24,331.99	\$ 284.04	\$ 15,178.20	\$ 5,386.62	\$ 40,211.07	0	0	8	11
			\$ 113,436.92	\$ 19,172.00	\$ (4.00)	\$ 8,877.00	\$ 24,331.99	\$ 284.04	\$ 15,178.20	\$ 5,386.62	\$ 40,211.07				
667-1	36	Morton Circle	\$ 2,612.00	\$ 2,097.00	\$ -	\$ 490.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	0	0	9	0
			\$ 1,408.00	\$ -	\$ -	\$ -	\$ 1,394.00	\$ 14.00	\$ -	\$ -	\$ -	0	0	0	0
			\$ 4,020.00	\$ 2,097.00	\$ -	\$ 490.00	\$ 1,394.00	\$ 39.00	\$ -	\$ -	\$ -				
667-2	40	Washington St	\$ 4,373.80	\$ 2,220.00	\$ (30.00)	\$ 749.00	\$ 1,434.80	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			\$ 4,373.80	\$ 2,220.00	\$ (30.00)	\$ 749.00	\$ 1,434.80	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	\$ 6,908.00	\$ 1,963.00	\$ (11.00)	\$ 1,327.00	\$ 2,369.00	\$ 100.00	\$ -	\$ -	\$ -	0	0	5	0
			\$ 269.00	\$ -	\$ -	\$ -	\$ 269.00	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			\$ 7,177.00	\$ 1,963.00	\$ (11.00)	\$ 1,327.00	\$ 2,638.00	\$ 100.00	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	\$ 1,564.00	\$ 446.00	\$ -	\$ -	\$ 745.00	\$ 373.00	\$ -	\$ -	\$ -	0	0	6	0
			\$ 4,325.00	\$ -	\$ -	\$ -	\$ 4,255.00	\$ 70.00	\$ -	\$ -	\$ -	0	0	0	0
			\$ 5,889.00	\$ 446.00	\$ -	\$ -	\$ 5,000.00	\$ 443.00	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	\$ 3,154.00	\$ 1,171.00	\$ (18.00)	\$ 487.00	\$ 383.00	\$ -	\$ 356.00	\$ -	\$ -	0	0	3	1
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			\$ 3,154.00	\$ 1,171.00	\$ (18.00)	\$ 487.00	\$ 383.00	\$ -	\$ 356.00	\$ -	\$ -				
<b>Total</b>			\$ 138,050.72	\$ 27,069.00	\$ (63.00)	\$ 11,930.00	\$ 35,181.79	\$ 866.04	\$ 15,534.20	\$ 5,386.62	\$ 40,211.07	0	0	38	12
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
Sep - 20			\$ 49,911.13	\$ 17,040.60	\$ (1,085.49)	\$ 8,481.00	\$ 24,393.98	\$ 1,081.04	\$ -	\$ -	\$ -	1	1	37	15
Oct-20			\$ 130,476.42	\$ -	\$ 21,942.53	\$ 9,752.00	\$ 29,215.56	\$ 986.04	\$ 15,584.20	\$ 5,436.66	\$ 45,268.43	1	1	38	12
Nov-20			\$ 138,050.72	\$ 27,069.00	\$ (63.00)	\$ 11,930.00	\$ 35,181.79	\$ 866.04	\$ 15,534.20	\$ 5,386.62	\$ 40,211.07	0	0	38	12

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

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

- Tree limb removal was successful for 505-513 Washington Street. Harrison McPhee Tree company cleared the tree canopy overhanging the parking area of 505-513 Washington Street.
- The Community hall will be getting a new hot water tank installed. Tank began leaking on 12/24/2020. Plumber has been called and will be replacing the tank on Monday 12/28/2020.
- All residents received a joint gift from the WHA, Wellesley Friendly Aid and the National Charity League. Resident received a blanket, masks, hand sanitizer, and a tin of cookies.

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

- All residents received a joint gift from the WHA, Wellesley Friendly Aid and the National Charity League. Resident received a blanket, masks, hand sanitizer, and a tin of cookies.
- On Wednesday 12/23/2020 G. McCarthy was contracted to remove the snow piles from River Street and Weston Rd. They moved the snow to the field at Barton Rd behind #95.

**Barton Rd (200-1)**

- Varieka Construction has increased their crew size for the siding replacement at Barton Rd. They have one crew going to the building and replacing the vertical trim pieces and the fascia behind the gutters. The second crew then removes the old siding, installs the new siding and the new gutters. I have been knocking on the resident's doors to walk the residents through the process and what items must be removed away from the buildings.
- The Project is about 40-50% complete. We did a walkthrough with the architect and our DHCD construction advisor, and a change order will be created. There is more wood that needs to be replaced due to rotting. They agreed this should be replaced so the job is done correctly.
- Painting is still scheduled to be completed in Spring of 2021.

**New Business**

- The Wellesley Police Department Mobile Santa unit was activated on 12/23/2020 and made several special deliveries throughout Wellesley. This WPD unit had delivered at both Barton Road and 50 Linden Street. Each family received a pizza and some presents. I am thankful for both Jackie and Maura who worked closely with Travis Dixon the WPD liaison, and the numerous other officers from the WPD who also came to help spread holiday cheer.
- The open Maintenance position is moving to the interview stage. We received 50 applications. There are a lot of good candidates. I have reviewed the resumes with the maintenance supervisor, and we will be calling the applicants next weeks for interviews.
- Philadelphia Insurance company is in the process of renewing our board/directors insurance policy. When that is available, I will send it on to the board for review.
- Contract negotiations with the WHA union is almost complete. When complete we will schedule a special board meeting to ratify the new 3-year agreement.