

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, August 26, 2021 – 9:00 AM
<https://www.wellesleymedia.org/live-streaming.html>
View on TV on Comcast 8/Verizon 40

1) Roll Call

Janice G. Coduri, Chairperson
Maura Renzella, Commissioner
Kim Maire, Vice-Chairperson
Renee Spencer, Treasurer

Other Attendees:

Sean G. Barnicle, Executive Director
Ann-Mara Lanza, Select Board Liaison

2) Citizen Speak – NONE

3) Approval of Minutes

a) Resolution #2021-38: Approval of minutes from July 29, 2021

- i) Discussion: Chairperson Coduri requested that “with the ROFR removed” be struck from the minutes on page 1 section 2B.
- ii) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion to approve the July 29, 2021 minutes with the requested adjustments was approved 4-0.

4) Financial Reports

a) Resolution #2021-39: Approval of August Bill Payments/Warrant totaling \$60,526.48

- i) Upon a duly made motion to approve the August Bill Payments/Warrant totaling \$60,526.48 made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved 4-0.

b) Monthly Financial Statements from July 2021

- i) Received and Place on file (no approval needed)
- ii) Reserves stood at 29.81 percent. An increase from the prior month.
- iii) Maintenance lines items have stabilized but are still over budget. ED Barnicle confirmed the financial status with the Fee Accountant, and we plan to be fiscally conservative as possible moving forward.

5) TAR report by development (Tenant Accounts Receivable)

a) See Attached Report

- i) Total TAR was \$166,897.26

6) Executive Directors Report

- a) See Attached Report

7) Chairperson Report

- i) **Discussion:** Chairperson Coduri discussed the MassNAHRO “Be a Local Hero” campaign. MassNAHRO is requesting local housing authorities to request support from their local legislators. The WHA board will be sending letters to the local senators and representatives through a joint letter of support with the Wellesley Select Board. The local legislators identified were: Representative Alice Peisch, Senator Rebecca Rausch, Senator Cynthia Creem, The Honorable Aaron M. Michlewitz House Chair for the Joint Committee on Ways and Means, The Honorable Michael J. Rodrigues Senate Chair for the Joint Committee on Ways and Means, and The Honorable Daniel Hunt Chair for the House Committee on Federal Stimulus & Census Oversight.

8) Committee Reports

a) WHA Modernization and Redevelopment

- i) Commissioner Maire discussed two potential projects with the planning department, and the planning department believes they are good ideas. First potential project is at Barton Rd. The project would use the undeveloped land adjoining Route 9 to include retail space with parking underneath, and affordable housing about the retail space. The second potential project would be to use the undeveloped land next to 513 Washington Street to create a meeting space that could be used by both the WHA and the Town of Wellesley. The new Meeting space would possibly allow for new affordable housing units to be created about the first floor meeting space. The WHA commissioners believe these ideas are great and worth pursuing with the Town of Wellesley.

b) Sustainability Committee – None

c) Executive Director Search Committee:

- i) Commissioner Renee Spencer to be the chairperson of the ED search committee. Commissioner Renzella will be the other board member on the search committee. The search committees priorities are to 1) Hire a search consultant to find the next director. The committee requested proposals from Municipal Resources Inc., D&V Mainsail, Edward J. Collins Jr. Center for Pubic Management, and Barkan Management. 2) Receive guidance from director search consultant on the need for an interm director 3) Commissioner Renzella proposes that the WHA board meets with the WHA staff to inquire about their thoughts on the next Executive Director.

9) Old Business

- a) **Discussion:** Second Reading – WHA by-laws – Vote Tabled until September board meeting
 - i) WHA board discussed the following:
 - (1) the need to physically sign checks moving forward, or if they board can and should continue sending live checks through our bank.
 - (2) The position of Secretary and who should be taking the meeting minutes.
 - (3) The need for and the timing of the Annual Report and Annual Meeting.

- b) **Discussion:** Second Reading – WHA mission statement (Resolution #2021-41)
 - i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Kim Maire, the motion to approve the WHA mission statement was approved 4-0
- c) **Discussion:** Second Reading – Outdoor Policy – Vote tabled until September board meeting
 - i) Board would like to see written procedure before voting on the policy
- d) **Discussion:** Signing of Policies – (Resolution #2021-44)
 - i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Kim Maire, the motion to approve all board members who vote in favor of a policy will sign the approved policy was approved 4-0
- e) **Discussion:** 50 Grove Street – Right of First Refusal (**Resolution # 2021-44**)
 - i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Kim Maire, the motion to subordinate the Right of First Refusal was approved by a Roll Call Vote:
 - 1) Janice Coduri: Approve 2) Maura Renzella: Approve 3) Kim Maire: Approve 4) Renee Spencer: Approve
- f) **Discussion:** Board meetings – In person/Remote Meetings
 - i) No vote taken; board will continue current practice

10) New Business

- a) **Resolution #2021-46:** Approval of Certificate of Final Completion for FISH #324082- Selective Siding and Trim Repair at Barton Road
 - i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion to approve the of Certificate of Final Completion for FISH #324082- Selective Siding and Trim Repair at Barton Road was approved 4-0
- b) **Resolution #2021-47:** Approval of Change Order #1 – Material Price Increase for FISH #324088 – Window Replacement – Lintel Painting. Total of \$5,933.37
 - i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion to approve the Change Order #1 – Material Price Increase for FISH #324088 – Window Replacement – Lintel Painting. Total of \$5,933.37 was approved 4-0.

11) Other Business

12) Adjournment

- a) Upon a duly made motion made by Commissioner Renee Spencer to adjourn the board meeting and seconded by Commissioner Odessa Sanchez, the motion was approved 4-0.

Next Meeting Date: Thursday September 23, 2021

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 07/31/2021

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	Active Tenants	\$ 149,690.78	\$ 18,996.15	\$ 12,381.00	\$ 7,242.00	\$ 33,485.00	\$ 1,752.00	\$ 26,583.72	\$ 3,778.62	\$ 45,472.29	0	0	10	11	
			Vacated Tenants	\$ 1,100.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
			Total	\$ 150,790.78	\$ 20,096.15	\$ 12,381.00	\$ 7,242.00	\$ 33,485.00	\$ 1,752.00	\$ 26,583.72	\$ 3,778.62	\$ 45,472.29					
667-1	36	Morton Circle	Active Tenants	\$ 4,193.00	\$ 1,790.00	\$ 904.00	\$ 563.00	\$ 926.00	\$ 10.00	\$ -	\$ -	\$ -	1	0	8	1	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 4,193.00	\$ 1,790.00	\$ 904.00	\$ 563.00	\$ 926.00	\$ 10.00	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 4,321.00	\$ 2,601.00	\$ 571.00	\$ 437.00	\$ 114.00	\$ 5.00	\$ 593.00	\$ -	\$ -	0	1	8	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 4,321.00	\$ 2,601.00	\$ 571.00	\$ 437.00	\$ 114.00	\$ 5.00	\$ 593.00	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 3,589.00	\$ 717.00	\$ 337.00	\$ 246.00	\$ 2,214.00	\$ 75.00	\$ -	\$ -	\$ -	1	0	6	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 3,589.00	\$ 717.00	\$ 337.00	\$ 246.00	\$ 2,214.00	\$ 75.00	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 122.00	\$ 88.00	\$ 34.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 122.00	\$ 88.00	\$ 34.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 3,881.48	\$ 1,391.00	\$ 809.00	\$ 731.00	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -	0	0	0	1	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 3,881.48	\$ 1,391.00	\$ 809.00	\$ 731.00	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -					
Total				\$ 166,897.26	\$ 26,683.15	\$ 15,036.00	\$ 9,219.00	\$ 36,739.00	\$ 1,923.48	\$ 27,270.72	\$ 3,778.62	\$ 45,472.29	2	1	38	13	
Dec-20			\$ 138,169.14	\$ 22,682.02	\$ 9,484.51	\$ 6,487.00	\$ 32,680.50	\$ 2,605.54	\$ 15,871.20	\$ 6,369.66	\$ 40,053.71	0	0	38	14		
Jan-21			\$ 145,142.13	\$ 22,697.37	\$ 12,184.21	\$ 8,291.00	\$ 38,131.80	\$ 1,100.54	\$ 16,896.20	\$ 5,169.66	\$ 39,896.35	1	1	39	15		
Feb-21			\$ 168,809.59	\$ 29,406.35	\$ 13,992.00	\$ 8,684.24	\$ 41,061.09	\$ 641.54	\$ 29,390.72	\$ 5,119.66	\$ 39,738.99	2	0	37	16		
Mar-21			\$ 163,941.04	\$ 37,663.50	\$ 7,902.00	\$ (209.00)	\$ 47,787.03	\$ 602.50	\$ 27,545.72	\$ 6,269.66	\$ 35,604.63	0	2	39	14		
Apr - 21			\$ 171,691.68	\$ 25,930.02	\$ 23,071.20	\$ -	\$ 52,258.31	\$ 694.50	\$ 27,470.72	\$ 6,044.66	\$ 35,447.27	3	1	37	14		
May-21			\$ 173,848.37	\$ 28,949.02	\$ 13,300.00	\$ 18,469.20	\$ 45,553.31	\$ 1,329.50	\$ 27,395.72	\$ 3,778.62	\$ 34,298.00	0	2	39	12		
June-21			\$ 155,069.24	\$ 25,857.17	\$ 14,192.00	\$ 8,388.00	\$ 40,788.30	\$ 844.43	\$ 27,320.72	\$ 3,778.62	\$ 33,125.00	1	1	39	12		
July-21			\$ 166,897.26	\$ 26,683.15	\$ 15,036.00	\$ 9,219.00	\$ 36,739.00	\$ 1,923.48	\$ 27,270.72	\$ 3,778.62	\$ 45,472.29	2	1	38	13		

In House: \$13,336.20 from the 200 devp. is in pending of legal determination.

**Wellesley Housing Authority
Executive Director Report
August 26, 2021 Board Meeting**

All Development News

- The WHA is still waiting on the time line from MassNAHRO to start the Certified Needs Assessments at Morton Circle and Washington Street. The list of properties including those in Western Mass have been Finalized. David Hedison from Chelmsford has reached out to the firm that will be completing the CNA's. Participating LHA's will be receiving letters in the near future.
- The Annual Plan Meeting will be Thursday September 23, 2021. This is one week before the September 2021 Monthly Board Meeting. This will allow time to encompass any comments from the community. The Annual Plan has been posted to the WHA website, and a copy of the plan has been placed in every community hall.
- Between August 11th and August 13th, the WHA community halls are the senior sites were made available as cooling stations for all WHA residents. A flyer was delivered to all senior residents.
- DHCD has granted a waiver for the WHA to allow Renee Spencer to serve as the tenant board member (waiver is attached in packet). This seat will follow PHN 2021-01 and will be filled in March 1, 2021 with the town election cycle.

Barton Rd (200-1)

- The Contractor has applied for the Certificate of Final completion. This will move the project forward and allow for final billing from the contractor.

41 River Street

- The architect from GCE Architecture has confirmed all requested design components from the Design Review Board, and the permit to begin work has been issued. Once the start date is decided, a notice will go out to all River Street Residents.

MassNAHRO Annual Conference:

- The Annual Conference will be held in person from September 19-22 at the Sea Crest Hotel in North Falmouth, MA.
- The Professional Development/Member Services Committee has released the full agenda of educational sessions.
- Full Registration (Sunday – Wednesday) is \$475.00. This includes admission to all sessions & Exhibit Hall; materials; name badge; Reception tickets; 2 dinners; 2 Lunches
- One-Day Registration is \$180.00. This includes Admission to all sessions and Exhibit hall for one day; materials; name badge; 1 Lunch.
- One-Day Registration **No Meals** is \$140.00. This includes Admission to all sessions and Exhibit Hall; materials; name badge.
- If you would like to attend, please reach out to the Executive Director so you can be registered.

Progress on Board Goals

- Communication Skills
 - Constant contact has been established with interested residents
 - Senior Newsletter established and continuing
 - Weekly Staff meetings continue; in person meetings now happening
 - Meeting with Chairwoman weekly to discuss updates for WHA Board; Will be moving meetings to every other week.
 - Established quarterly Meeting schedule and discussed with staff and attendance requirements
 - Established Administrative Team meetings based on need with input from Team Members
 - Reviewed Rent Collection policy with Finance Director and Attorney, will be rolling policy to sub-committee

**Wellesley Housing Authority
Executive Director Report
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- Organizational Foundation
 - Working with Marc Wey on creating performance evaluation tool for staff
 - Reviewed on April 26, 2021
 - Evaluations will be completed in August 2021.
 - All PMR Submissions are on time
 - Reviewing all Job Descriptions
 - WHA Staff Organizational Chart updated
 - Increased staff training opportunities (CHAMP, tenant selection, Maintenance understanding of lease, MCPPO, Financial Management)
 - Leasing 50 Linden Street to full occupancy – Leases began on April 1, 2021.
- WHA Policies and Procedures
 - Created goals with Marc Wey on identifying policies to review and how to schedule appropriate time for policies.
- Board Meeting Efficiency
 - Begun list of trainings requested/needed for Board regarding housing programs.
 - CHAMP Orientation on 2/19/2021
 - Calendar proposed regarding DHCD requirements. Reviewed by DHCD regional attorney.
 - Established email addressed for all WHA commissioners