

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, February 25, 2021 – 8:30 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
Renee Spencer, Commissioner
Sean Barnicle, Executive Director
Jackie Sullivan, Deputy Director
Viviana Viera, Director of Finance and HR

2) Citizen Speak

- a) Barton Road Resident spoke about three issues.
- i) The first related to slippery surfaces after the recent storm. ED will ask the maintenance staff to start looking at sanding and salting earlier in the morning or possibly in the evening.
 - ii) Second, tenants received two policies last year, parking and outdoor policies, and resident wanted to know why no procedures have been promulgated yet. Resident commented that she believes that tenants are still unclear about changes and need action. Chairperson Renzella suggested setting up a meeting between residents and the ED to discuss the draft policies.
 - iii) The last issue related to communication with residents. Resident believes that information is not getting to residents. The ED said that several different methods of communication are being used including the new Constant Contact system as well as hard copy notices being delivered to individual units.

3) Approval of Minutes

- a) Resolution #2021-07, Approval of Minutes from January 28, 2021
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.
- b) **February 17, 2021 did not achieve a quorum. No meeting happened. Minutes/Notes cannot be voted on. Re-assign Resolution numbers moving forward.**
- c) Resolution #2021-08, Approval of Minutes from February 19, 2021
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.

4) Financial Reports

- a) Resolution #2021-9: Approval of February Bill Payments/Warrant totaling \$200,879.83
- i) Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Kim Maire Commissioner, the motion was approved unanimously.

10) New Business –

- a) Executive Session – moved to end of meeting.
- b) Resolution #2021-11: Approval of Contractor, CVC Installation for FISH #324090 Removal and replacement of Exterior Entry Doors and Sidelights at 41 River Street
 - i) Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Commissioner Kim Maire, the motion was approved unanimously.
- c) Resolution #2021-12: Approval of Contractor, JStraightline Construction Inc. for FISH #324905 COVID Office Reconfiguration
 - i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.
- d) Resolution #2021-13: Approval of Fee Accountant Contract: Fenton, Ewald & Associates:
 - i) Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Commissioner Kim Maire, the motion was approved unanimously.

5) **TAR report by development (Tenant Accounts Receivable)**

- a) Year End financial statements through December 2020 were discussed at the Special Board Meeting on February 19.
- b) The Tenant Accounts Receivable shows that TAR rose to \$145,142.13 in January, but WHA continues to work with tenants to get aid through programs like RAFT. Vacancies rose to 39, with two move-outs off setting one move-in during January.

6) **Executive Directors Report**

- a) See Attached Report
 - i) A vaccination clinic is being organized for WHA seniors and interested residents should call: 781 591-1527 and leave a message for an appointment to be scheduled.
 - ii) Progress on two new hires has been made. The new Housing Management Assistant will start work on March 1, and the selection process for a new Residential Services Coordinator is moving to the interview stage.
 - iii) The Board reviewed the ED's presentation of progress on goals.

7) **Chairperson Report** – None

8) **Old Business** – None

9) **New Business - Motion to move into Executive Session for the purpose of discussing strategy with respect to the New WHA Collective Bargaining Agreement for FY 2021-2023.**

- a) Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Commissioner Kim Maire, the motion was approved by a roll call vote:
 - i) Maura Renzella, Chairperson, yes; Renee Spencer, Commissioner, yes; Kim Maire, Commissioner, yes; Janice Coduri, Commissioner, yes.
- b) Voting on a resolution to approve the agreement will take place at a later date in Open Session.

10) Resumed Open Meeting for sole purpose of Adjournment of Open Meeting

- a) Upon a duly made motion to adjourn made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the meeting was adjourned.

Next Meeting Date: Thursday March 25, 2021

Dev #	# Units	Property	Total		Current	30-59			60-89			90+			Other			In House	Court	Fraud	Move	Move	Vacancies	Payment
			Due	Days		Days	Days	Days	(Total)	Repayments	Repayments	Repayments	Repayments	Ins	Outs	Agreements								
200-1	88	Barton Road	Active Tenants	\$ 119,078.83	\$ 17,517.37	\$ 8,422.21	\$ 5,644.00	\$ 25,438.00	\$ 631.04	\$ 16,360.20	\$ 5,169.66	\$ 39,896.35	1	0	8	13								
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 119,078.83	\$ 17,517.37	\$ 8,422.21	\$ 5,644.00	\$ 25,438.00	\$ 631.04	\$ 16,360.20	\$ 5,169.66	\$ 39,896.35	1	0	8	13								
			Total	\$ 119,078.83	\$ 17,517.37	\$ 8,422.21	\$ 5,644.00	\$ 25,438.00	\$ 631.04	\$ 16,360.20	\$ 5,169.66	\$ 39,896.35	1	0	8	13								
667-1	36	Morton Circle	Active Tenants	\$ 800.00	\$ -	\$ 310.00	\$ 310.00	\$ -	\$ -	\$ -	\$ 180.00	\$ -	\$ -	0	0	9	1							
			Vacated Tenants	\$ 2,783.00	\$ -	\$ -	\$ -	\$ 2,320.00	\$ 463.00	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 3,583.00	\$ -	\$ 310.00	\$ 310.00	\$ 2,320.00	\$ 463.00	\$ 180.00	\$ -	\$ -	\$ -	0	0	9	1							
			Total	\$ 3,583.00	\$ -	\$ 310.00	\$ 310.00	\$ 2,320.00	\$ 463.00	\$ 180.00	\$ -	\$ -	\$ -	0	0	9	1							
667-2	40	Washington St	Active Tenants	\$ 3,901.30	\$ 1,693.00	\$ 482.00	\$ 290.00	\$ 1,429.80	\$ 6.50	\$ -	\$ -	\$ -	0	0	7	0								
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 3,901.30	\$ 1,693.00	\$ 482.00	\$ 290.00	\$ 1,429.80	\$ 6.50	\$ -	\$ -	\$ -	\$ -	0	0	7	0							
			Total	\$ 3,901.30	\$ 1,693.00	\$ 482.00	\$ 290.00	\$ 1,429.80	\$ 6.50	\$ -	\$ -	\$ -	\$ -	0	0	7	0							
667-3	26	River St	Active Tenants	\$ 7,469.00	\$ 1,669.00	\$ 1,160.00	\$ 1,160.00	\$ 3,480.00	\$ -	\$ -	\$ -	\$ -	0	1	6	0								
			Vacated Tenants	\$ 1,404.00	\$ 396.00	\$ 396.00	\$ 343.00	\$ 269.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 8,873.00	\$ 2,065.00	\$ 1,556.00	\$ 1,503.00	\$ 3,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	6	0							
			Total	\$ 8,873.00	\$ 2,065.00	\$ 1,556.00	\$ 1,503.00	\$ 3,749.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	6	0							
667-3	31	Weston Rd	Active Tenants	\$ 1,689.00	\$ 820.00	\$ 812.00	\$ 57.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0								
			Vacated Tenants	\$ 4,325.00	\$ -	\$ -	\$ -	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 6,014.00	\$ 820.00	\$ 812.00	\$ 57.00	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0							
			Total	\$ 6,014.00	\$ 820.00	\$ 812.00	\$ 57.00	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0							
705-1	12	Waldo Ct	Active Tenants	\$ 3,692.00	\$ 602.00	\$ 602.00	\$ 487.00	\$ 870.00	\$ -	\$ 356.00	\$ -	\$ -	0	0	3	1								
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0							
			Total	\$ 3,692.00	\$ 602.00	\$ 602.00	\$ 487.00	\$ 870.00	\$ -	\$ 356.00	\$ -	\$ -	\$ -	0	0	3	1							
			Total	\$ 3,692.00	\$ 602.00	\$ 602.00	\$ 487.00	\$ 870.00	\$ -	\$ 356.00	\$ -	\$ -	\$ -	0	0	3	1							
Total			\$ 145,142.13	\$ 22,697.37	\$ 12,184.21	\$ 8,291.00	\$ 38,131.80	\$ 1,100.54	\$ 16,716.20	\$ 5,169.66	\$ 39,896.35	1	1	39	15									
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									

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

**Wellesley Housing Authority
Executive Director Report
January 28, 2021 Board Meeting**

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

- The WHA is working with the Wellesley Health Department on a vaccine rollout. Tenants received a notice on 2/24/2021 requesting all interested residents to call a Vaccine hotline if they would like to be part of a WHA vaccine clinic.

Weston Rd / River St (667-3)

- The WHA is working with the Wellesley Health Department on a vaccine rollout. Tenants received a notice on 2/24/2021 requesting all interested residents to call a Vaccine hotline if they would like to be part of a WHA vaccine clinic.
- Bidding process is complete for the Exterior doors and the references have been checked. The WHA board has received recommendation from RCAT to approve the bid from CVC installations.

Barton Rd (200-1)

- Varieka Construction has completed 90% of the siding project. They are planning on finishing their portion of the job in the next couple of weeks. The painting sub-contractor has received our paint request and has dropped off a paint sample. Painting should begin in April of 2021.
- Varieka will be seeking their third payment for the project. The total for this payment is \$126,350.00. DHCD will send the payment to us once our DHCD Project Manager approves the payment.
- The Front Office COVID adaptation will hopefully be starting in the next few weeks, depending on the contractors schedule.

Old Business

- The Union Contract has been sent to the Union for final approval. Once the union approves of the new CBA, Collective Bargaining Agreement, it will be brought to the WHA board for approval. This approval will need to be done in open meeting. We will discuss the changes in Executive Session before opening the meeting back to the Public for a vote.
- Our Resident Services Coordinator resumes have been reviewed by staff and 2 town social workers. We will be moving to the interview stage shortly.
- Delaney Mansfield will be starting on March 1, 2021 as the newly selected Housing Management Assistant. We are very excited for her to join our team!

Progress on Board Goals

- Communication Skills
 - Constant contact has been established with interested residents
 - Senior Newsletter established and continuing
 - Weekly Staff meetings continue
 - Meeting with Chairwoman weekly to discuss updates for WHA Board
- Organizational Foundation
 - Working with Marc Wey on creating performance evaluation tool for staff
 - All PMR Submissions are on time
 - Reviewing all Job Descriptions
- WHA Policies and Procedures
 - Created goals with Marc Wey on identifying polices 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

**Wellesley Housing Authority
Executive Director Report
January 28, 2021 Board Meeting**

- Tenant Selection Workshops scheduled with DHCD Regional Attorney Pat Grace for WHA Staff
- Calendar proposed regarding DHCD requirements. Reviewing with DHCD regional attorney before distribution to WHA Board

Goals for Next Month

- Rent collection Policy and Procedure
 - Sit with Attorney to review final edits and create staff procedure
- Fill Vacancies at Linden Street and ensure full occupancy
- Set Dates and establish calendar for Quarterly public meetings with residents; will meet in person when okay to do so
- Begin to have staff meetings in person to improve on efficiency and effectiveness
- Finalize WHA Staff Organizational Chart