

Wellesley Housing Authority Board Meeting  
Online Remote Meeting Minutes  
Thursday, July 29, 2021 – 9:30 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  
Odessa Sanchez, Assistant Treasurer  
Kim Maire, Vice-Chairperson  
Renee Spencer, Treasurer

**Other Attendees:**

Sean G. Barnicle, Executive Director  
Jacqueline Sullivan, Deputy Director  
Ann-Mara Lanza, Select Board Liaison  
Tom Harrington, Town of Wellesley Legal Counsel

**10) New Business**

**b) 50 Grove Street – Right of First Refusal, ROFR.**

- i) Chairperson Coduri gave a brief overview; 50 Grove Street is referred to as Glen Grove. It was originally built with intentions of it being Affordable Housing. The Owners are asking the Wellesley Housing Authority to allow the Town of Wellesley to remove the ROFR from the original permit, or to subordinate the ROFR to the Mortgage company.
- ii) Tom Harrington, Town of Wellesley Legal Counsel gives his overview of 50 Grove Street and what is being requested by the owners.
  - (a) 50 Grove Street is one of the first, if not the first 40 B permit in the Town of Wellesley.
  - (b) The owner would like to refinance through MassHousing and HUD. To do this, the owner needs to produce a new 40B permit with the ROFR removed, or with an agreement from the Town of Wellesley and the Wellesley Housing Authority to subordinate the ROFR to the Mortgage company.
  - (c) Commissioner Renzella asks Atty. Harrington, what the Selectboard plans to do, and if the WHA has to make the same decision as the Selectboard?
    - (a) The Selectboard did vote to recommend to the Zoning Board of Appeals, ZBA, that the ROFR clause be removed. They seem to refinance every 10 years, and this will avoid the need to continually to do this.
    - (b) The main concern from the Selectboard was that the Affordable Housing be maintained, and this new mortgage will allow for the owner to do some renovations.
    - (c) The WHA does not have to make the same decision as the Town of Wellesley, but the ZBA will likely not remove the provision from the original permit without both the Town and the WHA agreeing.
  - (d) Chairperson Coduri asks for clarification, on the options; 1) we can give up the ROFR, 2)

subordinate the ROFR, or 3) keep the ROFR for the WHA. This is confirmed by Atty Harrington.

- (e) Commissioner Maire asks about subordination of the ROFR.
  - (a) Atty Harrington responds, that you now reduce your ROFR to after HUDs right to foreclose the mortgage if the owner does not pay. This allows HUD to foreclose with out anyone having the ROFR before them.
- (f) Chairperson Coduri asks if both the Town and the WHA waive their ROFR and is there a way that the property could lose its 40B status in the future?
  - (a) The 40B decision says the property must be used for affordable housing in perpetuity. The permit is necessary because the zoning does not allow for that size apartment complex in that area of the town. The last time this came to the town, the owner signed an agreement to keep the property as affordable housing for the next 60 years.
- (g) Ann Mara Lanza, Selectboard liaison, asks Atty Harrington if someone buys the property and pays off the mortgage, could they tear it down and rebuild to conform with current zoning?
  - (a) That would be true. If they pay off all the loans, they could do that.
- iii) Executive Director Barnicle gave a synopsis about his discussion with Paul McPartland, Asset Management Coordinator for DHCD. Paul did not see a reason to give up the ROFR, but subordinating to HUD would align with WHA's interest in preserving affordable housing. Paul indicated that he was waiting for further information from DHCD's chief counsel and from MassHousing. ED Barnicle then asked Atty Harrington if the WHA maintains their ROFR, does this prevent the owner from Refinancing
  - (a) Atty Harrington confirmed that the WHA needs to remove or subordinate the ROFR for the owner to refinance.
- iv) Chairperson Coduri gives the board options to vote today, or to wait for further information from DHCD.
  - (a) The WHA board wishes to wait for further information from DHCD Chief Counsel and MassHousing.

## 2) **Citizen Speak** – NONE

## 3) **Approval of Minutes**

### a) **Resolution #2021-35: Approval of minutes from June 24, 2021**

- i) Discussion: Commissioner Maire indicated a few adjustments to be made for the minutes. Change Renee Spencer from the minutes to Odessa Sanchez. Commissioner Spencer was not at the June 24, 2021, meeting. Commissioner Maire also requested the motions indicate in further detail what was being motioned and voted on.
- ii) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Renee Spencer, the motion to approve the June 24, 2021 minutes with the requested adjustments was approved 5-0.

#### 4) Financial Reports

##### a) Resolution #2021-31: Approval of June Bill Payments/Warrant totaling \$124,385.19

- i) Upon a duly made motion to approve the June Bill Payments/Warrant totaling \$124,385.19 made by Commissioner Maura Renzella, and seconded by Commissioner Odessa Sanchez, the motion was approved 5-0.
- ii) **Discussion:** Commissioner Sanchez inquired about the need to bid the plumbing contract each year based on the amount of plumbing that is being done currently. ED Barnicle said he would discuss the issue with RCAT.

##### b) Monthly Financial Statements from May 2021

- i) Received and Place on file (no approval needed)
- ii) Reserves stood at 28.51 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 \$155,069.24, reflecting the write-offs from June 2021.
- ii) **Discussion:** Commissioner Maire asks what the plan is to reduce the number of vacancies?
  - (1) ED Barnicle explains the plan is still the same as before. We are using a tenant selector from Dedham. Jackie is working with the tenant selector, and the focus is the elderly sites. WHA continues to meet with Andy Clinton and Bob Pelletier from DHCD. Our vacancies have stayed high because we have had more move-outs. ED Barnicle explains that CHAMP feels like a competitive process.
  - (2) Commissioner Sanchez indicated that some applicants rely on public transportation, and Wellesley does not have as frequent public transportation as other communities.
  - (3) Deputy Director Sullivan has recognized the competitive housing market, and has adjusted the approach she takes when offering units.

#### 6) Executive Directors Report

##### a) See Attached Report

- i) **Discussion:** Commissioner Maire inquired about the Marc Wey performance evaluation. Inquired about past performance improvement plan and the focuses of communication and task management. Commissioner Maire stressed the importance of task management and making sure that we don't lose sight of our priorities and that we are as efficient as possible.

#### 7) Chairperson Report – None

## 8) Committee Reports

### a) Barton Road Redevelopment

- i) Commissioner Maire would like to have a meeting with Commissioner Renzella to discuss the roadmap and further discuss next steps before coming to the board. Commissioner Renzella adds that future CPC money requests will be impacted by the MassNAHRO CNA study. Commissioner Renzella has reached out to MassHousing and Commissioner Maire has reached out to Paul McPartland at DHCD as well.

### b) Sustainability Committee

- i) Chairperson Coduri has been placed on the Buildings subcommittee for sustainability. Commissioner Sanchez has also been placed on more than one subcommittee for sustainability.

## 9) Old Business

### a) Discussion: Second Reading – WHA by-laws - Tabled

### b) Discussion: Second Reading – WHA mission statement - Tabled

### c) Discussion: Second Reading – Outdoor Policy – Tabled

- i) Board would like to see policy with edits included before voting

### d) Discussion: Signing of Policies - Tabled

## 10) New Business

### a) Resolution #2021-37: Approval of Certificate of Substantial Completion for FISH #324082- Selective Siding and Trim Repair at Barton Road

- i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Renee Spencer, the motion to approve the of Certificate of Substantial Completion for FISH #324082- Selective Siding and Trim Repair at Barton Road was approved 5-0

### c) Discussion: Board meetings – In person/Remote Meetings - Tabled

### d) Discussion: LTO formation (Tenant Board Member position on WHA board)

- i) WHA to file a waiver with DHCD for Renee Spencer to be the tenant board member and when she vacates her term, that position will become the tenant board member position.

## 11) Other Business

## 11) 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 August 26, 2021**

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 05/31/2021

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	\$ 136,208.51	\$ 19,460.17	\$ 10,814.00	\$ 6,763.00	\$ 35,060.00	\$ 574.00	\$ 26,633.72	\$ 3,778.62	\$ 33,125.00						
			Vacated Tenants	\$ 680.00	\$ 680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	10	10
			<b>Total</b>	<b>\$ 136,888.51</b>	<b>\$ 20,140.17</b>	<b>\$ 10,814.00</b>	<b>\$ 6,763.00</b>	<b>\$ 35,060.00</b>	<b>\$ 574.00</b>	<b>\$ 26,633.72</b>	<b>\$ 3,778.62</b>	<b>\$ 33,125.00</b>						
667-1	36	Morton Circle	Active Tenants	\$ 3,697.00	\$ 1,204.00	\$ 904.00	\$ 563.00	\$ 1,026.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	9	1
			<b>Total</b>	<b>\$ 3,697.00</b>	<b>\$ 1,204.00</b>	<b>\$ 904.00</b>	<b>\$ 563.00</b>	<b>\$ 1,026.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-2	40	Washington St	Active Tenants	\$ 7,850.80	\$ 2,469.00	\$ 1,385.00	\$ 663.00	\$ 2,734.30	\$ 6.50	\$ 593.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	0	7	0
			<b>Total</b>	<b>\$ 7,850.80</b>	<b>\$ 2,469.00</b>	<b>\$ 1,385.00</b>	<b>\$ 663.00</b>	<b>\$ 2,734.30</b>	<b>\$ 6.50</b>	<b>\$ 593.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	26	River St	Active Tenants	\$ 3,402.35	\$ 721.00	\$ 246.00	\$ 246.00	\$ 1,968.00	\$ 221.35	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			<b>Total</b>	<b>\$ 3,402.35</b>	<b>\$ 721.00</b>	<b>\$ 246.00</b>	<b>\$ 246.00</b>	<b>\$ 1,968.00</b>	<b>\$ 221.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	31	Weston Rd	Active Tenants	\$ 210.00	\$ 176.00	\$ 34.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			<b>Total</b>	<b>\$ 210.00</b>	<b>\$ 176.00</b>	<b>\$ 34.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
705-1	12	Waldo Ct	Active Tenants	\$ 3,020.58	\$ 1,147.00	\$ 809.00	\$ 153.00	\$ -	\$ 42.58	\$ 94.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			<b>Total</b>	<b>\$ 3,020.58</b>	<b>\$ 1,147.00</b>	<b>\$ 809.00</b>	<b>\$ 153.00</b>	<b>\$ -</b>	<b>\$ 42.58</b>	<b>\$ 94.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Total</b>				<b>\$ 155,069.24</b>	<b>\$ 25,857.17</b>	<b>\$ 14,192.00</b>	<b>\$ 8,388.00</b>	<b>\$ 40,788.30</b>	<b>\$ 844.43</b>	<b>\$ 27,320.72</b>	<b>\$ 3,778.62</b>	<b>\$ 33,125.00</b>	<b>1</b>	<b>1</b>	<b>39</b>	<b>12</b>		
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			
<b>June-21</b>			<b>\$ 155,069.24</b>	<b>\$ 25,857.17</b>	<b>\$ 14,192.00</b>	<b>\$ 8,388.00</b>	<b>\$ 40,788.30</b>	<b>\$ 844.43</b>	<b>\$ 27,320.72</b>	<b>\$ 3,778.62</b>	<b>\$ 33,125.00</b>	<b>1</b>	<b>1</b>	<b>39</b>	<b>12</b>			

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

**Wellesley Housing Authority  
Executive Director Report  
July 29, 2021 Board Meeting**

**All Development News**

- The WHA office is now open to the public. Office Hours are Monday 8-4, Tuesday 8-6, Wednesday 8-4, Thursday 8-4, Friday 8-2
- Norfolk County Sheriff's department has once again come back to Wellesley, and is currently helping the maintenance department with outside clean-ups and unit turnovers.
- The Resident Services Coordinator position has been posted on Indeed and Mass Nahro. The position is open until August 6, 2021 at 2:00 pm when the office closes. As of July 26<sup>th</sup>, we have had 26 applications submitted.
- The WHA is still waiting on the time line from MassNAHRO to start the Certified Needs Assessments at Morton Circle and Washington Street. The last update indicated that they were onboarding more Western Mass Housing Authorities and would soon reach out to everyone with a plan to move forward.
- 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. We will posting the meeting the first week of August.
- Cybersense has been assisting with the Annual Plan and will also assist with posting the meeting per DHCD regulation.

**Barton Rd (200-1)**

- The painting contractor has painted the unit numbers above the apartment doors. The numbers are clearly visible from the road.
- The Contractor has applied for the Certificate of Substantial completion. This will move the project forward and allow for final billing from the contractor.

**41 River Street**

- The architect from GCE Architecture and I went in front of the Design Review Board on Wednesday July 14, 2021. The review board has a few questions for the architect but enjoyed the project overall. The Exterior Door Replacement will commence soon.

**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 is working on a full agenda of educational sessions. The agenda is not yet complete and will be sent to the board upon its completion.
- 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.

**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.

**Wellesley Housing Authority**  
**Executive Director Report**  
**July 29, 2021 Board Meeting**

- 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
- 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 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
  - Calendar proposed regarding DHCD requirements. Reviewed by DHCD regional attorney.
  - Established email addressed for all WHA commissioners