

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, June 24, 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, Commissioner

Other Attendees:

Sean G. Barnicle, Executive Director
Jacqueline Sullivan, Deputy Director
Ann-Mara Lanza, Select Board Liaison
Aidan Sullivan – Eagle Scout Troop 185

7) Chairperson Report

- a) Recognition of Eagle Scout - Aidan Sullivan – Barton Road Office Painting
 - i) A recognition plaque was presented to Aidan at the Court of Honor, and a duplicate plaque was hung in the administrative office at 109 Barton Road.

2) Citizen Speak – NONE

3) Approval of Minutes

- a) **Resolution #2021-28: Approval of minutes from May 27, 2021**
 - i) Upon a duly made motion made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0.
- b) **Resolution #2021-29: Approval of minutes from June 3, 2021**
 - i) Upon a duly made motion made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0
- c) **Resolution #2021-30: Approval of minutes from June 16, 2021**
 - i) Upon a duly made motion made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0

4) Financial Reports

- a) **Resolution #2021-31: Approval of June Bill Payments/Warrant totaling \$157,670.68**
 - i) Upon a duly made motion made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0.
 - ii) **Discussion:** Commissioner Sanchez inquired about the payment made to Executive Director Barnicle. They payment is a reimbursement for purchasing lunches for the Sheriffs Department at North End Pizza.

- b) Monthly Financial Statements from May 2021
 - i) Received and Place on file (no approval needed)
 - ii) Reserves stood at 26.48 percent. An increase from the prior month of 25.61

5) TAR report by development (Tenant Accounts Receivable)

- a) See Attached Report
- b) Total rose to \$173,848.37, in part reflecting some move-outs that had balances due.

6) Executive Directors Report

- a) See Attached Report
 - i) Chairperson Coduri inquired about the Quarterly meetings, and Executive Director Barnicle confirmed that they are ongoing but turnout has been minimal.

7) Chairperson Report

- b) Marc Wey – Effective Leadership Training
 - i) Discussion: Chairperson Coduri reached out to Management Consultant, Marc Wey, to inquire about the Effective Leadership Development training program and the associated price of the course. Chairperson Coduri took the course 20 years ago and benefited. The cost is \$1,800.00 and incorporates 11 weekly sessions of two hours each.
 - ii) Upon a duly made motion to approve the Executive Director participate in the Effective Leadership Training made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0. (Resolution #2021-32)

8) Committee Reports

- a) **Barton Road Redevelopment**
 - i) Discussion was held to rename the committee to WHA Modernization & Redevelopment

10) New Business

- b) **Discussion:** First Reading: Outdoor Policy
 - i) Policy will be posted and residents will be afforded the opportunity to submit suggestions

9) Old Business

- b) **Discussion: Second Reading – WHA Policy and Procedure Review Process – “Road Map”**
 - i) Upon a duly made motion to approve the WHA Policy and Procedure Review Process – “Road Map”, made by Commissioner Maura Renzella, and seconded by Chairperson Janice Coduri, the motion was approved 3-0 (Resolution #2021-33)
- c) **Discussion: Second Reading – WHA by-laws**
 - i) Board defers discussion to next month when entire board can be present.
- d) **Discussion: Second Reading – WHA mission statement**
 - i) Board defers discussion to next month when entire board can be present.
- e) **Discussion: Second Reading – Capitalization Policy**

- i) Upon a duly made motion to Approve the Capitalization Policy, made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0 (Resolution #2021-34)
- ii) **Discussion:** Retire the old inventory policy and incorporate the language to be part of the procedures for the new Capitalization Policy.

10) New Business

- a) **Resolution #2021-32: Write off uncollected rent for vacated tenants, totaling \$26,272.51.**
 - i) Upon a duly made motion made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved 3-0.

11) Other Business

- a) Commissioner Sanchez acknowledges Commissioner Renzella for her awesome job with the Nourishing Wellesley Program. Commissioner Renzella organized the program, the volunteers, and coordinated with the restaurants to provide meals to those in need.

12) Adjournment

- a) Upon a duly made motion made by Commissioner Odessa Sanchez and seconded by Commissioner Maura Renzella, the motion was approved 3-0.

Next Meeting Date: Thursday July 29, 2021

**Wellesley Housing Authority
Executive Director Report
June 24, 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
- State of Emergency has ended as of June 15, 2021. WHA can continue conducting meetings virtually. Governor Baker and the State Legislature extended the time in which board and commissions can continue remote meetings. Should discuss meeting plans for the fall.
- Norfolk County Sheriff's department has been helping the maintenance department with outside clean-ups and unit turnovers. They helped the WHA maintenance teams turn over/paint 3 Barton Road units, and helped clean the woods at the Barton Road site.
- I was able submit a CIP (capital improvement plan) revision to DHCD. As a result of the approved CIP revision, the WHA will be reimbursed for the plumbing emergency in January of 2021 (\$4,994) and the Fire Alarm Transmitter update at River Street from FY 2020 (\$5,809.56).
- As part of the CIP revision, the WHA was awarded \$10,000 for sidewalk repair at Barton Road, and \$10,000 for railing repair at 315 Weston Road. Both projects will require 3 bids/quotes from licensed contractors. We will be moving this forward as soon as possible.

Barton Rd (200-1)

- The painting sub-contractor has completed the painting. They have begun to complete the punch-list items created by the architect. They will be touching up the painting and removing tape all covers from outlets and other taped off areas.
- The WHA is waiting on a change order to paint the unit numbers white and re-install above the doors. This is a safety/security concern.
- Barton Road Quarterly Meeting was held on Tuesday May 25, 2021 at 5:00 PM.
- Barton Road completed the "Summer Clean-up" with dumpster from June 14th- June 21st.

41 River Street

- The exterior door replacement project started on Monday June 21, 2021. The contractor will start by replacing the steel exterior door (rear entry doors). The front doors with the side windows and intercom panels will be replaced in a couple of weeks. There was a delay at the manufacturer.

Management Updates:

- Spoke with Teresa Ewald, Fee Accountant and discussed the potential for Fund Raising.
 - Teresa said this is possible and it would not affect the agency's subsidy.
 - Money would be accounted for through a separate bank account, and could help the WHA do activities, support residents, and fund special initiatives.
- WHA has begun creating the new CIP (Capital Improvement Plan) for FY 2022.
 - One major item to include is the stair repairs for 50 Linden Street. Can possibly upgrade/replace all 3 front stairs.
- I have completed my first one-on-one training for SHERA (Subsidized Housing Emergency Rental Assistance). Will be mailing eligibility letters to all residents. After mailing, I will complete my second one-on-one training.
- Completed 2021 Annual Plan training with Cybersense. Discussed the changes in reporting from last year to this year. Working with Cybersense to develop a calendar to post all required Annual Plan updates.
- I was appointed to the MassNAHRO Legislative Committee. I will be serving with other Executive Directors across the state. This committee will help direct MassNAHRO's legislative goals, and will advocate for funding initiatives in the state budget.

**Wellesley Housing Authority
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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
 - 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
 - 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
 - Awaiting dates from
 - Calendar proposed regarding DHCD requirements. Reviewed by DHCD regional attorney.
 - Established email addressed for all WHA commissioners

Training for Board Members

- Financial Management
 - June 29, 2021 9AM – 2:00 PM (new date)
- Ethics (Zoom Webinar)
 - October 23, 2021
- Legal Issues (Zoom Webinar)
 - September 18, 2021
- Professional Relationships (Zoom Webinar)
 - November 5, 2021
- Finance
 - TBD
- Personnel (Zoom Webinar)
 - July 17, 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	\$ 131,405.06	\$ 20,521.02	\$ 9,381.00	\$ 10,376.70	\$ 25,847.00	\$ 494.00	\$ 26,708.72	\$ 3,778.62	\$ 34,298.00						
			Vacated Tenants	\$ 8,470.51	\$ 206.00	\$ 1,696.00	\$ 3,392.00	\$ 2,412.51	\$ 764.00	\$ -	\$ -	\$ -	\$ -	0	2	9	10	
			Total	\$ 139,875.57	\$ 20,727.02	\$ 11,077.00	\$ 13,768.70	\$ 28,259.51	\$ 1,258.00	\$ 26,708.72	\$ 3,778.62	\$ 34,298.00						
667-1	36	Morton Circle	Active Tenants	\$ 4,288.00	\$ 2,353.00	\$ 904.00	\$ 1,026.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 2,320.00	\$ -	\$ -	\$ -	\$ 2,320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	9	1
			Total	\$ 6,608.00	\$ 2,353.00	\$ 904.00	\$ 1,026.00	\$ 2,320.00	\$ 5.00	\$ -	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 7,502.80	\$ 3,206.00	\$ 663.00	\$ 749.50	\$ 2,284.80	\$ 6.50	\$ 593.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 7,502.80	\$ 3,206.00	\$ 663.00	\$ 749.50	\$ 2,284.80	\$ 6.50	\$ 593.00	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 3,315.00	\$ 975.00	\$ 337.00	\$ 492.00	\$ 1,476.00	\$ 35.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 9,112.00	\$ -	\$ -	\$ 2,224.00	\$ 6,888.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 12,427.00	\$ 975.00	\$ 337.00	\$ 2,716.00	\$ 8,364.00	\$ 35.00	\$ -	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 602.00	\$ 433.00	\$ 88.00	\$ 56.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 4,325.00	\$ -	\$ -	\$ -	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 4,927.00	\$ 433.00	\$ 88.00	\$ 56.00	\$ 4,325.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 2,508.00	\$ 1,255.00	\$ 231.00	\$ 153.00	\$ -	\$ -	\$ 94.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			Total	\$ 2,508.00	\$ 1,255.00	\$ 231.00	\$ 153.00	\$ -	\$ -	\$ 94.00	\$ -	\$ -	\$ -					
Total				\$ 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		
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			

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