

Wellesley Housing Authority Board Meeting  
Online Remote Meeting Minutes  
Thursday, March 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  
Renee Spencer, Commissioner  
Odessa Sanchez, Commissioner  
Sean Barnicle, Executive Director  
Viviana Viera, Director of Finance and HR  
Teresa Ewald, Fee Accountant  
Kim Maire, Commissioner, observing only

**2) Citizen Speak** – No participants.

**4) Financial Reports**

- b) The new Fee Accountant Teresa Ewald introduced herself, and reviewed both January and February 2021 accounts. Reserves stood at 32.7 percent at the end of February.

**3) Approval of minutes**

- a) Resolution #2021-15 Approval of Minutes February 25, 2021
  - i) Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Renee Spencer, the motion was approved 4-0.
- b) Resolution #2021-16 Approval of Minutes March 1, 2021
  - i) Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Commissioner Janice Coduri, the motion was approved 4-0.

**4) Financial Reports (Continued)**

- a) Resolution #2021-17 Approval of March Bill Payments/Warrant
  - i) Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Renee Spencer, the motion was approved 4-0.  
Discussion: Issues at River St. were discussed, with deteriorating pipes resulting in large expenditures on plumbing.

**9) New Business**

- a) Annual Meeting – Regular meeting recessed, and Annual Meeting was held to vote slate of officers for FY 2021. Annual Meeting minutes will be reviewed and approved at the next Annual Meeting.  
**Officers are as follows: Janice Coduri, Chairperson; Kim Maire, Vice-Chairperson; Renee Spencer, Treasurer; Odessa Sanchez, Vice-Treasurer; Maura Renzella, Commissioner.**

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

- a) See Attached Report
  - i) In February, accounts receivables, including repayment plans, rose 16 percent to \$168,809.59 compared with January, and vacancies dropped to 37.

**6) Executive Directors Report**

- a) See Attached Report
  - i) Board was happy with new format.

**7) Chairperson Report**

- a) Marc Wey, Management Consultant, suggested three additional sessions including one team building session for the administrative team.
- b) Commissioner Ethics Training is required, and information will be sent to new Board members.
- c) Public Housing Notices (PHNs) are produced by DHCD, and a recent PHN relates to the new law and related regulations regarding the tenant representative Board seat. This regulation will require a By-Law change for WHA.

**8) Old Business**

- a) The hiring for the Resident Services Coordinator is ongoing. WHA is discussing combining resources for this position.

**9) New Business (Continued)**

- a) Discussion: CHAMP/Waiting list Update
  - i) Three offers have been accepted, and the next focus is pulling new waiting lists.

**10) Other Business**

- a) None

**11) Adjournment**

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

**Next Meeting Date: Thursday April 29, 2021**

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 2/28/2021

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	\$ 136,019.29	\$ 20,371.35	\$ 10,286.00	\$ 5,256.24	\$ 26,350.29	\$ 635.04	\$ 28,261.72	\$ 5,119.66	\$ 39,738.99	2	1	6	13						
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
			\$ 136,019.29	\$ 20,371.35	\$ 10,286.00	\$ 5,256.24	\$ 26,350.29	\$ 635.04	\$ 28,261.72	\$ 5,119.66	\$ 39,738.99										
667-1	36	Morton Circle	\$ 4,163.00	\$ 2,771.00	\$ 310.00	\$ 309.00	\$ -	\$ -	\$ 773.00	\$ -	\$ -	0	0	9	2						
			\$ 2,320.00	\$ -	\$ -	\$ -	\$ 2,320.00	\$ -	\$ -	\$ -											
			\$ 6,483.00	\$ 2,771.00	\$ 310.00	\$ 309.00	\$ 2,320.00	\$ -	\$ 773.00	\$ -	\$ -										
667-2	40	Washington St	\$ 4,835.30	\$ 2,079.00	\$ 750.00	\$ 285.00	\$ 1,714.80	\$ 6.50	\$ -	\$ -	\$ -	0	0	7	0						
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
			\$ 4,835.30	\$ 2,079.00	\$ 750.00	\$ 285.00	\$ 1,714.80	\$ 6.50	\$ -	\$ -	\$ -										
667-3	26	River St	\$ 8,873.00	\$ 1,917.00	\$ 1,311.00	\$ 1,160.00	\$ 4,485.00	\$ -	\$ -	\$ -	\$ -	0	1	6	0						
			\$ 1,800.00	\$ 396.00	\$ 396.00	\$ 612.00	\$ -	\$ -	\$ -	\$ -											
			\$ 10,673.00	\$ 2,313.00	\$ 1,707.00	\$ 1,556.00	\$ 5,097.00	\$ -	\$ -	\$ -	\$ -										
667-3	31	Weston Rd	\$ 2,291.00	\$ 1,048.00	\$ 452.00	\$ 791.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0						
			\$ 4,325.00	\$ -	\$ -	\$ -	\$ 4,325.00	\$ -	\$ -	\$ -											
			\$ 6,616.00	\$ 1,048.00	\$ 452.00	\$ 791.00	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -										
705-1	12	Waldo Ct	\$ 4,183.00	\$ 824.00	\$ 487.00	\$ 487.00	\$ 1,254.00	\$ -	\$ 356.00	\$ -	\$ -	0	0	3	1						
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
			\$ 4,183.00	\$ 824.00	\$ 487.00	\$ 487.00	\$ 1,254.00	\$ -	\$ 356.00	\$ -	\$ -										
			\$ 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	2	37	16						
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	2	37	16						

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

**Wellesley Housing Authority**  
**Executive Director Report**  
**March 25, 2021 Board Meeting**

**Senior/Disabled Sites (667's)**

- The WHA is working with the Wellesley Health Department on a vaccine rollout. Tenants received their first shot on Friday March 5<sup>th</sup> and their second shot will be Thursday April 1, 2021.
- We are exploring the possibility of raised garden beds at Washington St and Morton Circle
- Planning to paint/re-line the parking spaces at River Street in April (weather permitting)

**Barton Rd (200-1)**

- Varieka Construction has completed 90% of the siding project. They were called back to the site after the architect did a punch list review. Varieka will be replacing more trim around the windows and a few more shed thresholds.
- The painting sub-contractor is hoping to start in early/mid April.
- Varieka will be seeking their third payment for the project. The total for this payment is \$126,350.00. Payment will be made to contractor once DHCD has sent money to the WHA.
- The Front Office COVID has begun. No completion timeline has been set. New waiting area will be larger, and project has been updated to include vinyl flooring due to high traffic.

**Linden Street (705-1)**

- Parking lot will be repainted and relined. With Full occupancy, flyer will be send to residents explaining the need to park in their assigned spot.

**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 2 weeks after 2<sup>nd</sup> dose of vaccine
  - 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
  - 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)
  - Leasing 50 Linden Street to full occupancy – Leases to begin 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. Reviewing with DHCD regional attorney before distribution to WHA Board
  - Established email addressed for all WHA commissioners

**Wellesley Housing Authority  
Executive Director Report  
March 25, 2021 Board Meeting**

**Goals for Next Month**

- Rent collection Policy and Procedure
  - Bring to sub-committee and finalize day to day procedure
- Begin filling vacancies at Senior/Disabled sites (667's)
- Begin to have staff meetings in person to improve on efficiency and effectiveness
- Outline Board training expectations and WHA housing programs specifics
- Host first quarterly meeting with Barton Road to discuss outdoor policy and spring cleanup
  - Would like "buy-in" from residents. Create process that is fair and repeatable.
- Investigate pricing options for Family (200-1 and 705-1) newsletter; similar to senior newsletter