

Wellesley Housing Authority Board Meeting  
Online Remote Meeting Minutes  
Thursday, May 27, 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  
Renee Spencer, Commissioner  
Odessa Sanchez, Commissioner  
Kim Maire, Commissioner

**Other Attendees:**

Sean G. Barnicle, Executive Director  
Jacqueline Sullivan, Deputy Director  
Ann-Mara Lanza, Select Board Liason

**2) Citizen Speak – NONE**

**3) Approval of Minutes**

- a) Resolution #2021-23: Approval of minutes from April 29, 2021
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Maura Renzella, the motion was approved 5-0.

**4) Financial Reports**

- a) Resolution #2021-24: Approval of May Bill Payments/Warrant totalling \$164,645.02
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Maura Renzella, the motion was approved 5-0.
- b) Monthly Financial Statements from April 2021
- i) Received and Place on file (no approval needed)
- ii) Reserves stood at 25.61 percent.

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

- a) See Attached Report
- b) Total rose to \$171,691.68, in part reflecting some move-outs that had balances due.
- c) Executive Director Barnicle recommends that we consider writing off some balances that are deemed non-collectible in a future Board meeting.

## 6) Executive Directors Report

### a) See Attached Report

- i) Discussed the State Bond Bill that includes a potential of \$75,000 for WHA to purchase electric stoves and an electrical upgrade.

(1) Discuss with MassNAHRO and see if there is a template letter that could be used when petitioning the Governors office.

(2) Commissioner Renzella mentioned that a person from Barton Road contacted her pertaining to the conditions of the walkway in front of their unit.

## 7) Chairperson Report

- a) In-person Board meetings may resume but timetable has not been determined at the State level yet

b) Commissioner's notebooks are ready for distribution and pickup at the office

c) Climate Action Plan group would like WHA participation and Chairperson Coduri and Commissioner Sanchez have volunteered to represent WHA. The WHA will also look for some resident participation.

## 8) Committee Reports

### a) **Barton Road Redevelopment**

- i) Commissioner Maire reviewed the Tise report, and cited several inadequacies in the report. Chairperson Coduri asked for guidance from the Board regarding the direction that members would like to move. Another meeting with Tise is being organized. Commissioner Renzella said there were concerns in the Community that had read the report.

### b) **Environmental Justice**

- i) Commissioner Renzella reported on a meeting about environmental justice, and Commissioner Sanchez will be participating in this committee. She also said that Sustainable Wellesley has a student intern working on this subject.

## 9) Old Business – None

## 10) New Business

### a) Discussion: Adoption of new state holiday “Juneteenth Independence Day” to be added to list of state holidays recognized by the Wellesley Housing Authority,

- i) Resolution was tabled to the September meeting.
- ii) Executive Director Barnicle will reach out to other Executive Directors to gather more information regarding what other LHA’s are doing.

### b) Discussion: WHA Bylaws are being reviewed.

- i) Commissioner Renzella made two recommendations for changes, that Board positions be held for two years, and that the month for the annual meeting be left open. Chairperson Coduri recommended that the by-laws be amended to allow for electronic payment without physical signatures.

**c) Discussion: WHA Mission Statement**

- i) Chairperson Coduri suggested adding the word “veterans” to the mission statement and called for any further suggestions before the next meeting. Changes will be voted on at the July Board meeting.

**d) Discussion: Policies**

- i) Chairperson Coduri asked Board members to review the working document list of policies for suggestions, additions or deletions.
- ii) Roadmap for policy creation will undergo second reading at June meeting.
- iii) Capitalization policy underwent first reading. Suggestions or changes after the first reading should be sent to Commissioner Sanchez. Add inventory list and procedures to be added to policy.
- iv) Outdoor Policy will come back to Board at the next meeting as a first reading.

**11) Other Business**

- a) Commissioner Sanchez invited everyone to Sunday June 13 to celebrate Amity Day, a Town initiative.
- b) DHCD Regional Attorney Martin Rooney will be available for Board training.
- c) Boy Scout Aiden Sullivan will be invited to the June Board meeting.

**12) Adjournment**

- a) Upon a duly made motion made by Commissioner Maura Renzella and seconded by Commissioner Kim Maire, the motion was approved 5-0.

**Next Meeting Date: Thursday June 24, 2021**

Notes:

Sean will do a calculation of impact of \$75,000 in Bond Bill for WHA on electric stoves. Also, get a template for a letter of support.

Climate Action Plan group would like WHA participation and WHA will look for some resident participation, possibly through a newsletter announcement.

Maura will provide feedback from Community on Tise report.

Board members should submit changes to by-laws to Janice before June Board meeting.

Janice asked Board members to review the working document list of policies for suggestions, additions or deletions. Also, roadmap for policy creation will undergo second reading at June meeting. Capitalization policy will come back to Board as a second reading, and the Outdoor policy will be reviewed as a first reading. Any suggestions on the Capitalization or Outdoor policies should be sent to Odessa.

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 03/31/2021

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	\$ 132,622.37	\$ 16,762.02	\$ 12,992.70	\$ -	\$ 33,939.00	\$ 653.00	\$ 26,783.72	\$ 6,044.66	\$ 35,447.27	0	1	7	12
			Vacated Tenants	\$ 4,548.51	\$ 1,490.00	\$ 2,980.00	\$ -	\$ 43.51	\$ 35.00	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 137,170.88</b>	<b>\$ 18,252.02</b>	<b>\$ 15,972.70</b>	<b>\$ -</b>	<b>\$ 33,982.51</b>	<b>\$ 688.00</b>	<b>\$ 26,783.72</b>	<b>\$ 6,044.66</b>	<b>\$ 35,447.27</b>				
667-1	36	Morton Circle	Active Tenants	\$ 4,087.00	\$ 2,255.00	\$ 1,832.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	9	1
			Vacated Tenants	\$ 2,320.00	\$ -	\$ -	\$ -	\$ 2,320.00	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 6,407.00</b>	<b>\$ 2,255.00</b>	<b>\$ 1,832.00</b>	<b>\$ -</b>	<b>\$ 2,320.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-2	40	Washington St	Active Tenants	\$ 6,559.80	\$ 2,705.00	\$ 970.50	\$ -	\$ 2,284.80	\$ 6.50	\$ 593.00	\$ -	\$ -	0	0	8	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 6,559.80</b>	<b>\$ 2,705.00</b>	<b>\$ 970.50</b>	<b>\$ -</b>	<b>\$ 2,284.80</b>	<b>\$ 6.50</b>	<b>\$ 593.00</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	26	River St	Active Tenants	\$ 2,690.00	\$ 722.00	\$ 492.00	\$ -	\$ 1,476.00	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Vacated Tenants	\$ 9,112.00	\$ -	\$ 2,224.00	\$ -	\$ 6,888.00	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 11,802.00</b>	<b>\$ 722.00</b>	<b>\$ 2,716.00</b>	<b>\$ -</b>	<b>\$ 8,364.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	31	Weston Rd	Active Tenants	\$ 2,036.00	\$ 576.00	\$ 862.00	\$ -	\$ 598.00	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Vacated Tenants	\$ 4,325.00	\$ -	\$ -	\$ -	\$ 4,325.00	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 6,361.00</b>	<b>\$ 576.00</b>	<b>\$ 862.00</b>	<b>\$ -</b>	<b>\$ 4,923.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
705-1	12	Waldo Ct	Active Tenants	\$ 3,391.00	\$ 1,420.00	\$ 718.00	\$ -	\$ 384.00	\$ -	\$ 94.00	\$ -	\$ -	3	0	0	1
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b>	<b>\$ 3,391.00</b>	<b>\$ 1,420.00</b>	<b>\$ 718.00</b>	<b>\$ -</b>	<b>\$ 384.00</b>	<b>\$ -</b>	<b>\$ 94.00</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Total</b>				<b>\$ 171,691.68</b>	<b>\$ 25,930.02</b>	<b>\$ 23,071.20</b>	<b>\$ -</b>	<b>\$ 52,258.31</b>	<b>\$ 694.50</b>	<b>\$ 27,470.72</b>	<b>\$ 6,044.66</b>	<b>\$ 35,447.27</b>	<b>3</b>	<b>1</b>	<b>37</b>	<b>14</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

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

**Wellesley Housing Authority**  
**Executive Director Report**  
**May 27, 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 will be ending on June 15, 2021. WHA is waiting on guidance from DHCD pertaining to Open Meeting Law.
- Norfolk County Sheriffs department has been helping the maintenance department with outside clean-ups and unit turnovers.

**Barton Rd (200-1)**

- The painting sub-contractor has started. 5 buildings remain.
- Barton Road Quarterly Meeting will be held on Tuesday May 25, 2021 at 5:00 PM.
- Family Newsletter to be initiated for July 1, 2021.
- Dirt Bikes have been seen and reported to the WHA Office. Currently working with the WPD and the State of Massachusetts Environmental Police regarding citations and financial penalties.

**Management Updates:**

- Met with Teresa Ewald, Fee Accountant and Viviana, Director of Finance. We reviewed financial practices and procedures within the office. Teresa is impressed with the financial operations/protocols of the WHA.
  - Teresa is reaching out to other clients regarding ACH Rent Payments and Purchase Order system for PHA Network. Current system is working well. WHA hoping to update with computers.
- WHA has processed a revision with the help of RCAT, for the CIP (Capital Improvement Plan)
  - This will move some projects from the general budget to the DHCD capital budget.
    - Sidewalk repairs at Barton Rd
    - Railing at Weston Rd
    - Plumbing repairs at Washington Street
    - River Street Fire panel upgrade

**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

**Wellesley Housing Authority  
Executive Director Report  
May 27, 2021 Board Meeting**

- 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. Reviewing with DHCD regional attorney before distribution to WHA Board
  - Established email addressed for all WHA commissioners

**Training for BOTH Employees and Board Members**

Financial Management

- June 3, 2021 9:00 AM- 12:00 PM (original date)
- June 29, 2021 9AM – 2:00 PM (new date)

This webinar is geared to Executive Directors, staff and board members. It will cover aspects of financial management including: Sample Budgets, Contract Costs, Deciphering between line items, How your budget affects your AUP and PMR, Budget Exemptions, Allowable Expenses, and Budget Process.