

Wellesley Housing Authority Board Meeting

Online Remote Meeting Minutes

Monday, Nov. 30, 2020 – 9:30 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 Veira, Director of Finance and Human Resources
2. Citizen Speak - None
3. Approval of Minutes
  - a. Resolution #2020-52: Approval of minutes from Board Meeting on Oct. 22, 2020.
    - i. Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion was approved unanimously.
  - b. Resolution #2020-53: Approval of minutes Special Board Meeting on Nov. 12, 2020.
    - i. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved unanimously.
4. Financial Reports
  - a. Resolution #2020-54, Approval of Nov. Bill Payments/Warrant in the amount of \$150,670.27
    - i. Upon a duly made motion made by Commissioner Renee Spencer, and seconded by Commissioner Kim Maire, the motion was approved unanimously.
5. New Business
  - a. Resolution #2020-55: Approval of FY 2021 Payment Standards and Utility Allowances.
    - i. Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.
  - b. Resolution #2020-56: Approval of Substantial completion for Office Renovation Project FISH #324089.
    - i. Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.
6. Financial Reports (Continued)
  - a. Monthly Financial Statements, October 2020 Received and Place on file (no approval needed).
  - b. Reserves are at 30 %.

7. Chairperson Report

- a. Discussion: Community Fridge at Barton Rd. was originally suggested by a resident and project is now being spearheaded by some Wellesley residents and Health Department.

8. TAR report by development (Tenant Accounts Receivable)

- a. See Attached Report
- b. Discussion:
  - i. Vacancies were 37 units.
  - ii. Updated to include all accounts that are overdue totaling \$130,120.42.

9. Executive Director's Report

- a. See Attached Report
  - i. Eviction moratorium letters were sent out after Thanksgiving.
  - ii. Roughly, 35 letters went out.

10. Old Business

- a. Discussion: PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response continued from last meeting.
  - i. Spending so far is \$42,657.62. Planned furniture replacement and intercom system upgrade should bring spending to \$61,657 out of \$76,000.

11. New Business (Continued)

- a. Discussion: Tise Design Associates committed to the final report on Jan. 15, 2021.
- b. Discussion: Waiting list update,
  - i. WHA will participate in a new program called MassNAHRO CHAMP Assistant Team that will pre-screen wait list applicants.
  - ii. Next batch of letters were to be sent out the week of Nov. 30. There are currently roughly 10,000 on the WHA family list, and 8,000 on elderly list.

12. Adjournment

- a. Upon a duly made motion made by Commissioner Janice Coduri, and seconded by Commissioner Kim Maire, the motion was approved unanimously.

**Next Meeting Date: Monday December 28, 2020**

**Wellesley Housing Authority  
Executive Director Report  
November 30, 2020 Board Meeting**

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

- A Gutter cleaning company was contracted with and cleaned all gutters at Washington Street.
- Tree work has been contracted and WHA is awaiting date for work to be performed.
- All Community Room Carpets were cleaned on November 4, 2020.

**Weston Rd / River St (667-3)**

- Tree work was completed at both River Street and Weston Rd on Saturday October 21, 2020.
- All Community Room Carpets were cleaned on November 4, 2020.
- We have received quotes to repair the railing next to the parking lot at Weston Road. Some repairs will be made now, some will wait for the spring.

**Barton Rd (200-1)**

- Varieka Construction has worked on the Community Room building, Row 1-11 and 13-23 for the selective siding project. I have personally knocked on every door to walk the residents through the process and what items must be removed away from the buildings.
- The Office Renovation project is not substantially complete and the contractor will begin the final payment process.

**Old Business**

- The email issue with Network Solutions has been solved. We are now in control of our account, and our IT company has access and has redirected all emails back to our Microsoft Outlook server.
- Rent Collection Policy is currently being reviewed by the WHA attorney. Once the policy is returned it will go back to the subcommittee for a final review after before going to the WHA board for approval.
- The Wellesley Fire Department came to Barton Rd on October 28<sup>th</sup> and toured the property so they could judge the door decorating contest.
- Goodie bags were delivered to all seniors, and the WHA office received many calls thanking the office. Most residents said this had never happened before and were so grateful that they were thought of.

**New Business**

- The Resident Services Coordinator is out on medical leave. Due to health regulations, I cannot speak to why she is out. I will note that this was unexpected, but can offer to the board that this is not related to COVID-19.
- The WHA staff has received their new cellphones and laptops and can shift to remote working capabilities if needed due to the pandemic.

*Ejection Moratorium letters*

WELLESLEY HOUSING AUTHORITY  
TENANT ACCOUNT RECEIVABLE  
VACANCY REPORT  
10/31/2020

Dev #	# Units	Property	Total Due	Current	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House		Court		Fraud	Move Ins	Move Outs	Vacancies	Payment Agreements
									Repayments	Repayments	Repayments	Repayments					
200-1	88	Barton Road	\$ 109,947.62	\$ -	\$ 16,125.53	\$ 6,685.00	\$ 20,899.76	\$ 304.04	\$ 15,228.20	\$ 5,436.66	\$ 45,268.43	\$ -	1	0	8	11	
		Active Tenants	\$ 109,947.62	\$ -	\$ 16,125.53	\$ 6,685.00	\$ 20,899.76	\$ 304.04	\$ 15,228.20	\$ 5,436.66	\$ 45,268.43	\$ -	1	0	8	11	
		Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 109,947.62</b>	<b>\$ -</b>	<b>\$ 16,125.53</b>	<b>\$ 6,685.00</b>	<b>\$ 20,899.76</b>	<b>\$ 304.04</b>	<b>\$ 15,228.20</b>	<b>\$ 5,436.66</b>	<b>\$ 45,268.43</b>	<b>\$ -</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>11</b>	
667-1	36	Morton Circle	\$ 2,258.00	\$ -	\$ 1,771.00	\$ 462.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	0	0	8	0	
		Active Tenants	\$ 2,258.00	\$ -	\$ 1,771.00	\$ 462.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	0	0	8	0	
		Vacated Tenants	\$ 1,528.00	\$ -	\$ -	\$ 120.00	\$ 1,394.00	\$ 14.00	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 3,786.00</b>	<b>\$ -</b>	<b>\$ 1,771.00</b>	<b>\$ 582.00</b>	<b>\$ 1,394.00</b>	<b>\$ 39.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	
667-2	40	Washington St	\$ 2,743.80	\$ -	\$ 1,309.00	\$ 403.00	\$ 1,031.80	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0	
		Active Tenants	\$ 2,743.80	\$ -	\$ 1,309.00	\$ 403.00	\$ 1,031.80	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0	
		Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 2,743.80</b>	<b>\$ -</b>	<b>\$ 1,309.00</b>	<b>\$ 403.00</b>	<b>\$ 1,031.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	
667-3	26	River St	\$ 5,316.00	\$ -	\$ 1,636.00	\$ 1,160.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0	
		Active Tenants	\$ 5,316.00	\$ -	\$ 1,636.00	\$ 1,160.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0	
		Vacated Tenants	\$ 269.00	\$ -	\$ -	\$ -	\$ 269.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 5,585.00</b>	<b>\$ -</b>	<b>\$ 1,636.00</b>	<b>\$ 1,160.00</b>	<b>\$ 469.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	
667-3	31	Weston Rd	\$ 1,732.00	\$ -	\$ 614.00	\$ 309.00	\$ 436.00	\$ 373.00	\$ -	\$ -	\$ -	\$ -	0	1	6	0	
		Active Tenants	\$ 1,732.00	\$ -	\$ 614.00	\$ 309.00	\$ 436.00	\$ 373.00	\$ -	\$ -	\$ -	\$ -	0	1	6	0	
		Vacated Tenants	\$ 432.00	\$ -	\$ -	\$ 230.00	\$ 402.00	\$ 70.00	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 6,057.00</b>	<b>\$ -</b>	<b>\$ 614.00</b>	<b>\$ 539.00</b>	<b>\$ 4,461.00</b>	<b>\$ 443.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	
705-1	12	Waldo Ct	\$ 2,001.00	\$ -	\$ 487.00	\$ 383.00	\$ -	\$ -	\$ 356.00	\$ -	\$ -	\$ -	0	0	3	1	
		Active Tenants	\$ 2,001.00	\$ -	\$ 487.00	\$ 383.00	\$ -	\$ -	\$ 356.00	\$ -	\$ -	\$ -	0	0	3	1	
		Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
		<b>Total</b>	<b>\$ 2,001.00</b>	<b>\$ -</b>	<b>\$ 487.00</b>	<b>\$ 383.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 356.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	
<b>Total</b>			<b>\$ 130,120.42</b>	<b>\$ -</b>	<b>\$ 21,942.53</b>	<b>\$ 9,752.00</b>	<b>\$ 29,215.56</b>	<b>\$ 986.04</b>	<b>\$ 15,584.20</b>	<b>\$ 5,436.66</b>	<b>\$ 45,268.43</b>	<b>\$ -</b>	<b>1</b>	<b>1</b>	<b>37</b>	<b>12</b>	

In House: \$13,336.20 from the 200 depp. is in pending of legal determination.  
Fraud: \$4,900 will be removed from ledger do to herrorneous calculation.

Dec-19	\$ 37,203.81	\$ 15,973.89	\$ 8,410.42	\$ 3,859.35	\$ 7,994.35	0	2	26	18
Jan - 20	\$ 24,864.17	\$ (539.25)	\$ 7,664.42	\$ 5,699.00	\$ 10,668.00	1	1	27	15
Feb - 20	\$ 16,974.36	\$ (3,691.10)	\$ 5,873.04	\$ 3,956.42	\$ 9,176.00	0	1	27	15
Mar - 20	\$ 38,165.90	\$ 16,391.78	\$ 11,456.89	\$ 446.00	\$ 5,929.38	0	1	28	15
Apr - 20	\$ 50,715.38	\$ 24,081.04	\$ 2,707.06	\$ 11,952.46	\$ 9,836.00	0	0	28	15
May - 20	\$ 57,929.97	\$ -	\$ 22,459.73	\$ 16,363.00	\$ 13,491.38	0	1	29	15
June - 20	\$ 66,582.97	\$ 22,689.97	\$ (217.00)	\$ 13,652.76	\$ 28,497.38	0	3	32	15
July - 20	\$ 44,814.32	\$ -	\$ 14,175.72	\$ 8,558.00	\$ 20,283.34	0	3	32	15
Aug - 20	\$ 49,215.62	\$ (912.00)	\$ 17,547.00	\$ 7,651.00	\$ 23,657.58	4	7	36	15
Sep - 20	\$ 49,911.13	\$ 17,040.60	\$ (1,085.49)	\$ 8,481.00	\$ 24,393.98	1	1	37	15
Oct-20	\$ 130,120.42	\$ -	\$ 21,942.53	\$ 9,752.00	\$ 29,215.56	1	1	37	12