

Wellesley Housing Authority Board Meeting  
Online Remote Meeting Minutes  
Thursday, Oct. 22, 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  
Kim Maire, Commissioner  
Janice Coduri, Commissioner  
Renee Spencer, Commissioner  
Sean Barnicle, Executive Director  
Jackie Sullivan, Deputy Director

**2. Citizen Speak**

**3. Approval of Minutes**

- a) Resolution #2020-48, Approval of minutes from September 24, 2020
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion was approved unanimously.

**4. Financial Reports**

- a) Resolution #2020-49, Approval of October Bill Payments/Warrant
- i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion was approved unanimously.
- b) Monthly Financial Statements, September 2020 Received and Place on file (no approval needed)

**5. Tenant Accounts Receivable Report (TAR)**

See Attached Report

- i) Discussion: - AR hit a recent peak of \$66, 583 in June and has improved to \$49,911 in most recent month, September. Vacancies rose to 37.

**6. Executive Directors Report**

See Attached Report

- i) Discussion
- Pre-construction meeting was held with Varieka and 90-day period has begun. Extension for painting may be necessary due to weather. Office renovation is near substantial completion. Emails are now active again but old emails are not recoverable after loss of control of website domain account in late September.

Citizen Speak: Question about money for improvements at Barton Road. ED Sean Barnicle said WHA receives money from the state for capital improvements, not the town. Town funds from the Community Preservation Act can and will be used for affordable housing.

Resident from Barton Rd: When email went down, there were lots of rumors around that, so an update memo on the email situation and on the new website would be useful. Also, if workers are going to come in for deep cleaning, might there be some damage caused to siding? ED Sean Barnicle said siding is being repaired or selectively replaced, not cleaned. Deep cleaning is for community halls and other common areas.

Discussion: WHA has been denied twice the budget to purchase a dump truck outright, and one of three vehicles is on a lease that expires soon. The ED recommends a leasing to own structure for a fourth vehicle purchase. The difference between the cost of a dump truck vs. a pickup truck is about \$15-20,000.

## 7. Chairperson Report

- a) **Discussion:** The Chairman recommends postponing the Annual Meeting and Selection of Officers until April 2021.
- b) **Discussion:** Opportunity for Board and WHA Management support/consulting proposal. The Chairperson and Commissioner Janice Coduri have worked with the consultant previously and recommend doing Phase 1 of the proposal. ED "sees opportunities" in undertaking the proposal. Commissioner Kim Maire is concerned about the proposal cost in the face of budget cuts ahead. Budget line item for training could be used for the proposal. Tabled for further discussion.
- c) **Discussion:** The Board indicated that Finance should be the next orientation topic, and requested a short session with Viviana.

## 8) Old Business

- a) **Resolution #2020-47: Approval of Construction Change Order for Office Renovation Project FISH # 324089**
  - i) **Tabled; Change Order not completed**
- b) **Discussion:** Executive Director performance evaluation and contract extension to be discussed at a Special Board Meeting in early November.
- c) **Discussion:** PHN 2020-29 Allocation of Supplemental Funding for Coronavirus Response continued from last meeting – waiting for estimate to replace intercom systems at Washington St./Morton Circle from electrician. WHA has already spent \$21,000 out of \$76,000 CARES money. Replacement furniture for the community rooms and staff cell phones were suggestions for CARE money spending.

## 9) New Business

- a. **Resolution #2020-50: Approval of River Street Exterior Door Replacement Design Contract FISH# 324090,**
  - i. Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Janice Coduri, the motion was approved unanimously.
- b. **Resolution #2020-51: FY 2020 Budget Revision to include CARES money from DHCD**
  - i. Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Renee Spencer, the motion was approved unanimously.
  - ii. **Discussion:** CARES money has been added to the budget, and money was moved into the legal contract line item with funds coming from maintenance contract costs line item which was underspent.

**c. Discussion: PHN 2020-32 Guidance of End of Eviction Moratorium**

- i. ED Sean Barnicle said staff have discussed priorities, and described support avenues for tenants listed in the PHN. Rent collection policy is still being developed.

**d. Discussion: Communication with residents**

- i. Chairperson Maura Renzella said number one comment from residents that she hears relate to communication issues with WHA, like communication regarding the changing the parking policy. Tabled for further discussion.

**e. Discussion: Waiting list update**

- i. Deputy Director Jackie Sullivan said 1000 packets will go to printer in two weeks.

**f. Discussion: Tise Design Associates update**

- i. Chairperson Maura Renzella and ED Sean Barnicle have a meeting today with Tise, and can provide an update thereafter. Tise sent the Board a Re-defined Scope of the Barton Road contract, and the Board suggests that Tise provide a written report on Points 1-8, including all the property titles of the scope as soon as possible.

**g. Discussion: Policy and Procedure update:**

- i. ED Sean Barnicle says he has taken a step back on implementation on Outdoor Policy (needs to dovetail with Barton Road siding project), Parking Policy (new towing company is being considered) and Rent Collection Policy (draft with attorney). Transfer Policy should be added to our policies list.

**10) Adjournment**

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

**Next Meeting Date: Monday November 30, 2020**

WELLESLEY HOUSING AUTHORITY  
TENANT ACCOUNT RECEIVABLE  
VACANCY REPORT  
05/31/2020

Dev #	# Units	Property	Total		30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	Move Ins	Move Outs	Vacancies	Payment Agreements
			Due	Current								
200-1	88	Barton Road	Active Tenants \$ 35,641.33	\$ 11,145.60	\$ (104.49)	\$ 5,786.00	\$ 18,420.18	\$ 394.04	1	0	8	11
			Vacated Tenants \$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b> \$ 35,641.33	\$ 11,145.60	\$ (104.49)	\$ 5,786.00	\$ 18,420.18	\$ 394.04				
667-1	36	Morton Circle	Active Tenants \$ 1,039.00	\$ 1,014.00	\$ -	\$ -	\$ -	\$ 25.00	0	0	8	1
			Vacated Tenants \$ 1,528.00	\$ 120.00	\$ -	\$ 120.00	\$ 1,274.00	\$ 14.00				
			<b>Total</b> \$ 2,567.00	\$ 1,134.00	\$ -	\$ 120.00	\$ 1,274.00	\$ 39.00				
667-2	40	Washington St	Active Tenants \$ 2,008.80	\$ 972.00	\$ -	\$ 220.00	\$ 811.80	\$ 5.00	0	0	7	1
			Vacated Tenants \$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b> \$ 2,008.80	\$ 972.00	\$ -	\$ 220.00	\$ 811.80	\$ 5.00				
667-3	26	River St	Active Tenants \$ 2,525.00	\$ 2,307.00	\$ (1,142.00)	\$ 1,160.00	\$ -	\$ 200.00	0	0	5	0
			Vacated Tenants \$ 269.00	\$ -	\$ -	\$ 269.00	\$ -	\$ -				
			<b>Total</b> \$ 2,794.00	\$ 2,307.00	\$ (1,142.00)	\$ 1,429.00	\$ -	\$ 200.00				
667-3	31	Weston Rd	Active Tenants \$ 1,951.00	\$ 794.00	\$ (5.00)	\$ 662.00	\$ 127.00	\$ 373.00	0	1	6	0
			Vacated Tenants \$ 4,325.00	\$ -	\$ 230.00	\$ 264.00	\$ 3,761.00	\$ 70.00				
			<b>Total</b> \$ 6,276.00	\$ 794.00	\$ 225.00	\$ 926.00	\$ 3,888.00	\$ 443.00				
705-1	12	Waldo Ct	Active Tenants \$ 624.00	\$ 688.00	\$ (64.00)	\$ -	\$ -	\$ -	0	0	3	2
			Vacated Tenants \$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			<b>Total</b> \$ 624.00	\$ 688.00	\$ (64.00)	\$ -	\$ -	\$ -				
			<b>Total</b> \$ 49,911.13	\$ 17,040.60	\$ (1,085.49)	\$ 8,481.00	\$ 24,393.98	\$ 1,081.04	1	1	37	15
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	\$ 2,138.82	0	0	28	15
May - 20			\$ 57,929.97	\$ -	\$ 22,459.73	\$ 16,363.00	\$ 13,491.38	\$ 2,018.86	0	1	29	15
June - 20			\$ 66,582.97	\$ 22,689.97	\$ (217.00)	\$ 13,652.76	\$ 28,497.38	\$ 1,959.86	0	3	32	15
July - 20			\$ 44,814.32	\$ -	\$ 14,175.72	\$ 8,558.00	\$ 20,283.34	\$ 1,797.26	0	3	32	15
Aug - 20			\$ 49,215.62	\$ (912.00)	\$ 17,547.00	\$ 7,651.00	\$ 23,657.58	\$ 1,272.04	4	7	36	15
Sep - 20			\$ 49,911.13	\$ 17,040.60	\$ (1,085.49)	\$ 8,481.00	\$ 24,393.98	\$ 1,081.04	1	1	37	15

**Wellesley Housing Authority  
Executive Director Report  
October 22, 2020 Board Meeting**

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

- Cleaning company came to Washington Street / Morton Circle community hall to do a deep cleaning. Community hall was closed on 10/21/2020 while cleaning was done.
- Maintenance staff have begun the fall cleanup process. First leaf removal was done on 10/19/2020.
- Tree work has been contracted and WHA is awaiting date for work to be performed.
- A carpet company has been selected and will be cleaning the carpets in the community halls on November 4, 2020.

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

- RCAT (Regional Capital Assistance Team) came to River Street to inspect the doors and door closures. Designer has been selected and brought to WHA board for approval. Work could potentially be done in spring.
- Tree work has been contracted and WHA is awaiting date for work to be performed.
- Cleaning company has been contracted to do a deep clean of the River Street and the Weston Road community rooms.
- A carpet company has been selected and will be cleaning the carpets in the community halls on November 4, 2020.

**Barton Rd (200-1)**

- The Pre-Construction Meeting with Varieka Construction for the selective siding and painting project was held on October 14, 2020. Painting subcontract may need to be performed in spring of 2021 due to temperature restrictions. Selective Repair will begin in the next few weeks.
- The Office Renovation project will be substantially complete after the next walk through by the architect. A punch list is to be created.
- The Town of Wellesley flushed the hydrants on October 19, 2020. Tenants were notified that water may be discolored while the hydrants were being flushed.

**Old Business**

- Network Solutions has been able to reinstate our domain (wellesleyhousing.org). We are now working with the company to get access to the online account. The WHA lost access when Needham transferred access solely to Wellesley. Currently all password resets have been unsuccessful, and the company is working to fix the issue.
- 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.

**New Business**

- Resident Services will be doing a Halloween door decorating contest on Wednesday October 28<sup>th</sup> for Barton Road. The Wellesley Fire Department has agreed to be the judge. Costumes are encouraged for staff on that day.
- Resident Services will be creating "goodie bags" for all residents. The goodie bags will have an assortment of candy and will be delivered to all residents at all sites.
- FY 2021 budget will be first budget without a truck payment. I propose the WHA lease to own a new pickup truck. This will keep the same line item as previous budgets, and will allow the WHA to have 4 truck, all maintenance staff will then have vehicle. 2 oldest trucks were purchased in 2013. Newest truck was purchased in 2017.