



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • Wellesleyhousing@aol.com • www.Wellesley-Housing.org

Wellesley Housing Authority Board Meeting Online Remote Meeting Agenda

Thursday, September 30, 2021 – 9:30 AM
<https://www.wellesleymedia.org/live-streaming.html>

View on TV on Comcast 8/Verizon 40

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. August 26, 2021 [Resolution #2021-50](#)
 - b. September 23, 2021 [Resolution #2021-51](#)
4. Financial Reports
 - a. Approval of September Bill Payments/Warrant [Resolution #2021-52](#)
 - b. Monthly Financial Statements
 - i. August 2021 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
6. Executive Directors Report
7. Chairperson Report
8. Committee Reports
 - a. WHA Modernization and Redevelopment
 - b. Sustainability Committee
 - c. Executive Director Search Committee
9. Old Business
 - a. [Discussion](#): Second Reading – WHA by-laws ([Resolution # 2021-40; if vote is taken](#))
 - b. [Discussion](#): Second Reading – Outdoor Policy ([Resolution # 2021-42; if vote is taken](#))
10. New Business
 - a. [Discussion](#): Next Steps for developing policies
 - b. [Discussion](#): First Reading - Rent Collection Policy
 - c. [Discussion](#): First Reading - Reasonable Accommodation Policy (PHN 2021-17)
11. Other Business – Consideration of any matter not known about or which could not have been reasonably foreseen within 48 hours of this meeting.
12. Adjournment

Next Meeting Date: Thursday September 30, 2021

REMOTE MEETING PROTOCOL

The online meeting will also be streaming live on above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call into 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally.

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 08/31/2021

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	\$ 128,086.08	\$ 21,410.45	\$ 9,276.00	\$ 6,882.00	\$ 14,307.00	\$ 401.00	\$ 26,558.72	\$ 3,778.62	\$ 45,472.29					
			Vacated Tenants	\$ 28,968.00	\$ 2,101.00	\$ 2,101.00	\$ 2,251.00	\$ 21,178.00	\$ 1,337.00	\$ -	\$ -	\$ -	\$ -	0	3	13	10
			Total	\$ 157,054.08	\$ 23,511.45	\$ 11,377.00	\$ 9,133.00	\$ 35,485.00	\$ 1,738.00	\$ 26,558.72	\$ 3,778.62	\$ 45,472.29					
667-1	36	Morton Circle	Active Tenants	\$ 390.00	\$ 380.00	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 390.00	\$ 380.00	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 2,537.00	\$ 1,851.00	\$ 409.00	\$ 79.00	\$ 193.00	\$ 5.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ 1,432.00	\$ 358.00	\$ 358.00	\$ 358.00	\$ 358.00	\$ -	\$ -	\$ -	\$ -	\$ -	1	1	8	0
			Total	\$ 3,969.00	\$ 2,209.00	\$ 767.00	\$ 437.00	\$ 551.00	\$ 5.00	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 3,926.00	\$ 717.00	\$ 337.00	\$ 337.00	\$ 2,460.00	\$ 75.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 3,926.00	\$ 717.00	\$ 337.00	\$ 337.00	\$ 2,460.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 12.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	0	5	0
			Total	\$ 12.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 2,684.48	\$ 1,200.00	\$ 534.00	\$ -	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			Total	\$ 2,684.48	\$ 1,200.00	\$ 534.00	\$ -	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -	\$ -				
Total				\$ 168,035.56	\$ 28,029.45	\$ 13,015.00	\$ 9,907.00	\$ 38,496.00	\$ 1,909.48	\$ 26,652.72	\$ 3,778.62	\$ 45,472.29	2	4	40	11	
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		
June-21			\$ 155,069.24	\$ 25,857.17	\$ 14,192.00	\$ 8,388.00	\$ 40,788.30	\$ 844.43	\$ 27,320.72	\$ 3,778.62	\$ 33,125.00	1	1	39	12		
July-21			\$ 166,897.26	\$ 26,683.15	\$ 15,036.00	\$ 9,219.00	\$ 36,739.00	\$ 1,923.48	\$ 27,270.72	\$ 3,778.62	\$ 45,472.29	2	1	38	13		
Aug-21			\$ 168,035.56	\$ 28,029.45	\$ 13,015.00	\$ 9,907.00	\$ 38,496.00	\$ 1,909.48	\$ 26,652.72	\$ 3,778.62	\$ 45,472.29	2	4	40	11		

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

**Wellesley Housing Authority
Executive Director Report
September 30, 2021 Board Meeting**

Vacancy/CHAMP Update:

- In September we signed new leases with 4 new residents at our senior sites.
- We made 6 additional offers to applicants for our senior sites.

SHERA:

- First Submission will be for 13 residents at Barton Road.
- Submission will be for \$41,326.00

Annual Plan Update:

- Worked with Cybersense (DHCD contractor) on 9/27/2021 to submit FY 2022 Annual Plan. Updated information from Annual Plan meeting for board contacts/term dates.

FY 2022 Budget Guidelines

- PHN 2021-20 was released on September 16, 2021
 - ANUEL (Allowable Non-Utility Expense Levels) **increase** of 4% above FY 2021 funding
 - \$45/unit directed budget exemption for the purchase and installation of stove-top fire stoppers
 - LHA's have the flexibility to propose salary changes for all administrative staff, except the Executive Director, provided the total increase does not exceed 4% of last years approved salaries total

All Development News:

- The new Dump Truck has arrived!! We are now in the process of transferring the plates to the new truck so the maintenance department can start utilizing the new vehicle!
- The WHA is still waiting on the time line from MassNAHRO to start the Certified Needs Assessments at Morton Circle and Washington Street. The list of properties including those in Western Mass have been Finalized. David Hedison from Chelmsford has reached out to the firm that will be completing the CNA's. Participating LHA's will be receiving letters in the near future.

Barton Rd (200-1):

- Brian Drainville has been in contact with numerous vendors for sidewalk repair at Barton Road. Will be replacing/repairing the sidewalk in front of 62-72 Barton Rd. RCAT is help with contract for work. Hoping to do work before it is too cold to complete.

41 River Street:

- The River Street door replacement job is complete. Walkthrough/Punch list will happen on Wednesday September 29, 2021. Architect, RCAT, contractor and WHA will all walk site, and inspect the work.
- RCAT is assisting in requesting Admin Money for job.

MassNAHRO Conference:

- Jackie Sullivan received her MPHA, Massachusetts Public Housing Administrator, Certification. This is the culmination of 5 trainings through MassNAHRO: Occupancy Cycle, Financial Elements, Maintenance/Modernization, Legal Elements and Personnel Management. Congratulations to Jackie!



BE A LOCAL HERO.
SAVE PUBLIC HOUSING.



Wellesley Housing Authority
Board Meeting Minutes
Thursday, September 30, 2021 – 9:30 AM

1) Roll Call

Janice G. Coduri, Chairperson
Kim Maire, Vice-Chairperson
Renee Spencer, Treasurer
Odessa Sanchez, Assistant Treasurer
Maura Renzella, Commissioner

Other Attendees:

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

2) Citizen Speak- NONE

3) Approval of Minutes

a) Resolution #2021-50: Approval of minutes from August 26, 2021

- i) Discussion: Chairperson Coduri made 2 corrections adding “send letters” to page 2 section 7 “MassNAHRO is requesting local housing authorities *send letters*” and “item in the by-laws” be added to page 2 section 9(i) “WHA board discussed the following *items in the by-laws*”.
- ii) Upon a duly made motion made by Commissioner Renzella, and seconded by Commissioner Spencer, the motion to approve the August 26, 2021, minutes with the requested adjustments was approved 3-1 by a Roll Call Vote: **1) Janice Coduri: Approve 2) Maura Renzella: Approve 3) Renee Spencer: Approve 4) Kim Maire: Abstain**
- iii) The Board discussed the need to receive the packet sooner and it was decided that packets would be sent on the Friday before the Thursday meeting.

b) Resolution #2021-51: Approval of minutes from September 23, 2021

- i) Upon a duly made motion made by Commissioner Renzella, and seconded by Commissioner Sanchez, the motion to approve the September 23, 2021, minutes was approved 4-1 by a Roll Call Vote: **1) Janice Coduri: Approve 2) Maura Renzella: Approve 3) Renee Spencer: Approve 5) Odessa Sanchez 4) Kim Maire: Abstain**

4) Financial Reports

a) Resolution #2021-52: Approval of September Bill Payments/Warrant totaling \$114,266.16

- i) Discussion: Commissioner Renzella requested clarification on bills for trainings and NENA Construction.
- ii) Upon a duly made motion to approve the September Bill Payments/Warrant totaling \$114,266.16 made by Commissioner Renzella, and seconded by Commissioner Spencer, the motion was approved 5-0.

b) Monthly Financial Statements from August 2021

- i) August 2021 Received and Place on file (no approval needed)
- ii) Reserves stood at 33.26%. An increase from the prior month

5) TAR report by development (Tenant Accounts Receivable)

- a) See attached report: Total TAR was \$168,035.56



- i) Discussion: ED Barnicle discussed that the staff signed four leases at the beginning of September, made another 6 offers, and is signing two leases this week.
- 6) Executive Directors Report**
- a) See Attached Report
 - i) Discussion: ED Barnicle gave an update on the SHERA submission, and the status of the Resident Services Coordinator hiring.
- 7) Chairperson Report**
- a) Discussion: Chairperson Coduri clarified that a piece of land at Washington Street is owned by the WHA but under the jurisdiction of the Wellesley Select Board.
 - b) Chairperson Coduri asked if there was any interest to have one or two commissioners visit WHA properties and meet with residents. All commissioners liked the idea. Chairperson Coduri will move forward with the logistics of this and present a plan to Commissioners at a subsequent meeting.
- 8) Committee Reports**
- a) **WHA Modernization and Redevelopment**
 - i) Commissioner Maire is making a presentation to the Planning Board on Oct. 4th. This will be posted as a joint meeting so Commissioners may attend.
 - ii) Commissioner Renzella is setting up a meeting with MLP, Senator Creem's office and National Grid to discuss the possibility of an energy audit for Barton Road residents.
 - b) **Sustainability Committee**
 - i) Commissioner Sanchez asked if the new windows at Washington street have any sustainability impact or if they were going to be energy efficient. ED Barnicle stated they are going to be energy efficient.
 - c) **Executive Director Search Committee**
 - i) Commissioner Renzella reported that DMV Mainsail has been chosen to conduct the ED search for the WHA. DMV Mainsail will be creating a posting for the position that will be reviewed by board members and sent to DHCD for approval.
 - ii) Commissioner Renzella stated that a search committee would be made up of the following: Commissioner Renzella, Commissioner Spencer, one WHA staff member, and 3 residents. The search committee would do initial interviews. Board members would have the opportunity to participate in a final interview process before a final choice is made.
- 9) Old Business**
- a) **Resolution # 2021-40: Approval of WHA By-Laws**
 - i) Commissioner Renzella had two edits, in article one, section one, change "her" to "their".
 - ii) Upon a duly made motion to approve the WHA by-laws made by Commissioner Renzella, and seconded by Commissioner Maire, with the requested adjustments, the motion was approved 5-0.
 - b) **Resolution # 2021-42: Approval of WHA Outdoor Policy**
 - i) Commissioner Sanchez discussed residents' well being when working on this policy. ED Barnicle has confirmed maintenance is ready to assist and be a part of the process with helping residents make decisions that are necessary to free their units and their surrounding living areas of unneeded, unnecessary, or unsafe items.



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • jsullivan@wellesleyhousing.org • Wellesley-Housing.org



- ii) Commissioner Renzella recommended hosting community forums at each WHA site where the RDF can be available to answer questions and concerns. Commissioner Sanchez will work with Deputy Director Sullivan to facilitate the forum. Implementation of this policy will be added to the to do list for the new Executive Director.
- iii) Upon a duly made motion to approve the Outdoor Policy made by Commissioner Renzella, and seconded by Commissioner Spencer, with the requested adjustments, the motion was approved 5-0.

10) New Business

a) Discussion: Next Steps for developing policies- Tabled

- i) Commissioner Sanchez will update the policy excel spreadsheet and provide to commissioners at the next meeting.
- ii) The Board agreed to wait for a new ED before more policies are created.
- iii) Board members agreed that the parking policy should be revisited with input from residents. There was also a discussion on the need for a pet policy.

b) Discussion: First Reading - Rent Collection Policy- Tabled

c) Discussion: First Reading - Reasonable Accommodation Policy (PHN 2021-17)

- i) Discussion: Chairperson Coduri would like LHA changed to "WHA" and "Wellesley" to make it more specific.

11) Adjournment

- i) Upon a duly made motion made by Commissioner Renzella to adjourn the board meeting and seconded by Commissioner Spencer, the motion was approved 5-0.

Next Meeting Date: Monday, October 7, 2021