

**WELLESLEY HOUSING AUTHORITY  
REGULAR MEETING  
January 30, 2020 5:00pm  
CONFERENCE ROOM G – WELLESLEY TOWN HALL**

1. Roll Call: 5:04 pm  
Maura Renzella, Chairperson – present  
Michelle Chalmers, Commissioner – present  
Don Kelley, Commissioner – present
2. Approval of Minutes:
  - a. Resolution #2019-48: Approval of the minutes from July 31, 2019 – tabled
  - b. Resolution #2019-50: Approval of the minutes from August 22, 2019 - tabled
  - c. Resolution #2019-57: Approval of the minutes from September 26, 2019 – tabled
  - d. Resolution #2020-01: Approval of the minutes from December 2, 2019 - tabled
  - e. Resolution #2020-02: Approval of Minutes from December 11, 2019 – tabled

Discussion: Chairperson Renzella suggests that the minutes be tabled so they can all have the same formatting. Executive Director Barnicle explains that our receptionist is now listening to the meeting recordings and transcribing the meetings so minutes can be produced. Chairperson Renzella requests that all motions be specific to who made the motion, who seconded the motion, and what the vote came to. After the minutes are completed, the board would like to see the minutes as soon as possible via email so the board can suggest edits, so the minutes are ready to be approved at the next meeting. past minute taker can no longer transcribe our meetings after there was a chance, she could resume her transcription services. E.D. Barnicle had sent the meetings to her for transcription and was told they would be done for the meeting, but they were unable to be completed. The WHA office will transcribe the meetings going forward.

3. Financial Reports
  - a. Resolution #2020-03: Motion to approve bill payments/warrant 16763-16835 in the amount of \$114503.64.
    - i. Upon a duly made motion to approve bill payments/warrant 16763-16835 made by Commissioner Michelle Chalmers and seconded by Commissioner Don Kelley, the motion was approved by the following vote: 3-0.

Discussion:

- Commissioner Kelley asks about Check #16764 – Town of Wellesley Retirement for \$12,197.19.
    - Chairperson Renzella notes that the check is for multiple months. For comparison the January retirement check was for \$3,035.15.
  - Commissioner Chalmers asks about Check #16819 – Schmidt Equipment for \$3,218.26.
    - Executive Director Barnicle to look at check and report back to board. – Answer: Schmidt Equipment was the preventative maintenance and repair of the John Deere 250 Skid Steer.
- b. Resolution #2020-04: Motion to approve bill payments/warrant 1001-1079 in the amount of \$146,391.09.

- i. Upon a duly made motion to approve bill payments/warrant 16763-16835 made by Commissioner Michelle Chalmers and seconded by Commissioner Don Kelley, the motion was approved by the following vote: 3-0.

Discussion:

- Executive Director Barnicle mentions to the board that there are some yearly bills paid in January. Hays Companies is our insurance carrier. Check #1016 for \$29,358.00
  - Commissioner Chalmers requests to know if the Hays Insurance bill is higher in 2020 as opposed to 2019.
  - Executive Director Barnicle to look into the bills. - Answer: PHN 2019-28 explains that there is a 15% increase, and the per door rate this year will be \$126.00. In 2019 the per door rate was \$110.00.
- Commissioner Chalmers asks what the Resource Connection is?
  - Executive Director Barnicle explains that the Resource Connection is the staffing agency we are using for the DHCD waitlist project.

- c. Monthly Financial Statements

- i. November 2019 – Received and Placed on file

**November 2019 Highlights:**

The numbers on the financial statement are close to budget but at a slight loss. There are two reasons for the loss \$17,000 of legal costs related to the easement and we made our truck payment for the year. The Current Reserve levels through November 2019 are as follows: 4001 program: 246,262; MRVP program: 1,572; Section 8 program: 10,466; Total Agency Reserve is \$258,300. The State reserve level is currently at 26.5% and DHCD requires housing authorities maintain a minimum reserve of 35%.

4. TAR report by development  
-See attached report

Discussion:

- Executive Director Barnicle reports that there are 26 Vacancies, 6 are family units, 20 are elderly units. As residents move out, the numbers will increase. Payment agreements with residents have increased. Most residents are complying with their re-payment agreements.

5. Executive Directors Report  
-See attached report

Discussion:

- Washington Street/Morton Circle – Water Shut-off Valve project was completed
- Weston Rd – Temp Staff still working on DHCD waiting list project
- Barton Rd – The tub project is getting close to starting the project, waiting for the stock to arrive on site
- Resident Service Coordinator has been hired, will be starting in beginning of February

- FreshAir Smoke Detectors – ED Barnicle gave material to board, citing as a possible way to detect smoking in apartments. River Street Property could be a test site, as it is the smallest development.
  - WHA Board requests further information regarding FreshAir. WHA board would like to know the financial impact of the system, both in upfront cost, and continued monthly costs. Would like further testimonial from other LHA's who have used the system, and the data has resulted in an eviction is court. More information is needed before steps can be taken to implement this possible system.
- Tise Design Associates- They have hired a project manager to keep the project moving forward. The next steps will involve public hearings, and forming a committee with stakeholders. TDA has said the property "looks really promising" for redevelopment. Tise Design will advise on when to request more money from the CPC.

6. Old Business - None

7. New Business

- a. Resolution #2020-05: Executive Director Evaluation to be performed by WHA Board Chair.
  - i. Upon a duly made motion to approve the Executive Director Evaluation be performed by the WHA Board Chair made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 3-0.
- b. Resolution #2020-06: Approval of final Washington Street Parking lot Memorandum of Understanding.
  - i. Resolution is tabled.

Discussion:

- Town Counsel and WHA Counsel are discussing the language needed to address some suggestions that were made, so the MOU can be finalized.

8. Other Business

- a. Chairperson Renzella has reviewed past minutes and notes, and would like to begin grooming policies. Priorities from staff have specified Parking Policy, Pet Policy, and Outside/Grounds Policy. The deferred maintenance policy should be reviewed, and Gary or Bob may be able to attend the meeting if there are questions from the board.
- b. Jackie has been promoted to the position of Deputy Director. DHCD was supportive of creating the new position which increased her responsibilities.
- c. Staff retreat: Everyone was able to sit down together to talk about the agency, and what the staff thought should be happening, and where the priorities are. The chain of command was discussed and the need for weekly staff meetings.

- d. Weston Rd property: 305 Weston Rd is selling their property and have contacted the office about purchasing the property. The WHA does not have the funds to purchase the property, so the topic was brought up to the Affordable Housing Task Force.

9. Citizen Speak

- Tenant questions the FreshAir system, and if the devise can be tampered with.
  - The FreshAir system is still being researched at this point.
- Barton Road Tenant would like to know if the WHA will be assisting the families that are being asked to transfer from a family unit to a one bedroom unit.
  - Discussions with DHCD have indicated that you do not need to assist the resident. The resident has the ability to say no to the transfer, but the rent would then be increased based on the regulations.
- River Street Tenant asks about Ouellet Park, near Barton Rd and if there is a plan to renovate the baseball field.
  - Ouellet field is a town field and is not associated with Wellesley Housing.
- Washington Street Tenant would like to have their window fixed. They also report that they are having trouble with the mail. States multiple residents are also having mail trouble.
- Washington Street Tenant would like to have rules and regulations translated into other languages. Tenant states there is a communication barrier between the residents, and specifies Mandarin as a need.

10. Adjournment

Upon a duly made motion to adjourn made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 3-0.

**Wellesley Housing Authority  
Executive Director Report  
January Board Meeting – January 23, 2020**

**Morton Circle (667-1)**

**Washington St (667-2)**

- December 18<sup>th</sup> and 19<sup>th</sup>, Byors and Sons Mechanical replaced the water Shut-Off valves to the buildings. Project was not able to finish in one day as the contractor planned, so they came back on the 19<sup>th</sup> to finish the project.

**Weston Rd (667-3)**

- Filing room project has begun. DHCD is paying for temporary employees to assist in the cataloging/organizing of our offsite file storage.

**River St (667-3)**

**Barton Rd (200-1)**

- The tub surround project should kick off in the next few weeks. The contractor is waiting on the stock to arrive so they can prep for the installations.

**Linden-Waldo Court (705-1)**

**Old Business**

- Filling Vacancies – DHCD is completing their final report regarding our waiting list. They have allowed the WHA to begin administrative transfers. We are now organizing our offsite filing to check old/removed applications to finish the waiting list audit. After this step is done, DHCD will assist us in using CHAMP to fill vacancies.

**New Business**

- Resident Services Coordinator – Expecting to start on February 3, 2020.
- Maintenance – 1 staff member is retiring mid-February. We are currently advertising so this position can be filled soon after this retirement.
- Looking into the possibility of installing FreshAir smoking detectors. We would like to try on a trial basis at our smallest development.

**Other Business**

- None

WELLESLEY HOUSING AUTHORITY  
 TENANT ACCOUNT RECEIVABLE  
 VACANCY REPORT  
 12/31/2019

Dev #	# Units	Property	Total Due	Current	30-59 Days	60-89 Days	Over 90 Days	Move Ins	Move Outs	Vacancies	Payment Agreement
200-1	88	Barton Road	Active Tenants \$ 32,849.31 Vacated Tenants \$ (127.00) <b>Total \$ 32,722.31</b>	\$ 17,132.19 \$ (127.00) <b>\$ 17,005.19</b>	\$ 6,458.42 \$ - <b>\$ 6,458.42</b>	\$ 2,529.35 \$ - <b>\$ 2,529.35</b>	\$ 6,297.35 \$ - <b>\$ 6,297.35</b>	0	0	4	13
667-1	36	Morton Circle	Active Tenants \$ (2,635.00) Vacated Tenants \$ (59.00) <b>Total \$ (2,694.00)</b>	\$ (3,957.00) \$ (59.00) <b>\$ (4,016.00)</b>	\$ 510.00 \$ - <b>\$ 510.00</b>	\$ 407.00 \$ - <b>\$ 407.00</b>	\$ 89.00 \$ - <b>\$ 89.00</b>	0	0	5	1
667-2	40	Washington St	Active Tenants \$ 2,641.60 Vacated Tenants \$ (1.00) <b>Total \$ 2,640.60</b>	\$ 2,253.80 \$ (1.00) <b>\$ 2,252.80</b>	\$ 310.00 \$ - <b>\$ 310.00</b>	\$ 34.00 \$ - <b>\$ 34.00</b>	\$ - \$ - <b>\$ -</b>	0	0	6	1
667-3	26	River St	Active Tenants \$ (125.10) Vacated Tenants \$ (19.00) <b>Total \$ (144.10)</b>	\$ (353.10) \$ (9.00) <b>\$ (362.10)</b>	\$ 91.00 \$ - <b>\$ 91.00</b>	\$ 91.00 \$ - <b>\$ 91.00</b>	\$ 6.00 \$ - <b>\$ 6.00</b>	0	1	5	0
667-3	31	Weston Rd	Active Tenants \$ 1,958.00 Vacated Tenants \$ (43.00) <b>Total \$ 1,915.00</b>	\$ (318.00) \$ (43.00) <b>\$ (361.00)</b>	\$ 846.00 \$ - <b>\$ 846.00</b>	\$ 264.00 \$ - <b>\$ 264.00</b>	\$ 1,056.00 \$ - <b>\$ 1,056.00</b>	1	0	4	1
705-1	12	Waldo Ct	Active Tenants \$ 2,764.00 Vacated Tenants \$ - <b>Total \$ 2,764.00</b>	\$ 1,455.00 \$ - <b>\$ 1,455.00</b>	\$ 195.00 \$ - <b>\$ 195.00</b>	\$ 534.00 \$ - <b>\$ 534.00</b>	\$ 546.00 \$ - <b>\$ 546.00</b>	0	0	2	2
<b>Total</b>			<b>\$ 37,203.81</b>	<b>\$ 15,973.89</b>	<b>\$ 8,410.42</b>	<b>\$ 3,859.35</b>	<b>\$ 7,994.35</b>	<b>1</b>	<b>1</b>	<b>26</b>	<b>18</b>
Dec-18			\$ 39,148.11	\$ 3,702.38	\$ 10,597.00	\$ 7,470.50	\$ 11,737.48	0	0	16	1
Jan-19			\$ 48,823.11	\$ 9,107.38	\$ 10,311.00	\$ 8,941.00	\$ 14,807.98	1	1	16	1
Feb-19			\$ 51,657.11	\$ 8,099.44	\$ 11,208.00	\$ 8,504.00	\$ 18,313.02	0	1	26	3
Mar-19			\$ 27,389.40	\$ 3,009.43	\$ 2,736.00	\$ -	\$ 13,128.02	0	0	18	14
Apr-19			\$ 27,133.02	\$ 2,577.44	\$ 6,057.35	\$ -	\$ 14,490.02	0	0	18	17
May-19			\$ 27,585.83	\$ 2,205.38	\$ 3,220.65	\$ 4,470.76	\$ 13,735.02	0	0	18	15
June-19			\$ 48,953.83	\$ 21,192.38	\$ 8,324.00	\$ 2,517.65	\$ 13,304.78	0	1	19	15
July-19			\$ 43,011.18	\$ 11,312.76	\$ 13,531.65	\$ 2,028.65	\$ 13,009.78	0	0	19	14
Aug-19			\$ 54,144.41	\$ 10,023.76	\$ 16,893.00	\$ 10,266.65	\$ 13,774.06	1	1	22	14
Sept-19			\$ 58,763.05	\$ 21,808.60	\$ 8,617.00	\$ 6,759.00	\$ 16,518.67	0	0	22	14
Oct-19			\$ 41,529.05	\$ 2,795.60	\$ 9,263.76	\$ 5,495.00	\$ 18,751.67	0	1	23	14
Nov-19			\$ 36,668.53	\$ 8,293.36	\$ 7,201.00	\$ 5,803.00	\$ 9,038.15	0	2	26	16
Dec-19			\$ 37,203.81	\$ 15,973.89	\$ 8,410.42	\$ 3,859.35	\$ 7,994.35	0	2	26	18