

**WELLESLEY HOUSING AUTHORITY
REGULAR MEETING MINUTES
March 5, 2020 6:00pm
107 Barton Rd – Community Room**

1. Roll Call: 6:25pm
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
 - i. Upon a duly made motion to approve minutes for July 31, 2019 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
 - b. Resolution #2019-50: Approval of the minutes from August 22, 2019
 - i. Upon a duly made motion to approve minutes August 22, 2019 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
 - c. Resolution #2019-57: Approval of the minutes from September 26, 2019
 - i. Upon a duly made motion to approve minutes for September 26, 2019 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
 - d. Resolution #2020-01: Approval of the minutes from December 2, 2019
 - i. Upon a duly made motion to approve minutes for December 2, 2019 made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0.
 - e. Resolution #2020-02: Approval of the minutes from December 11, 2019
 - i. Upon a duly made motion to approve minutes for December 11, 2019 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
 - f. Resolution #2020-07: Approval of the minutes from January 30, 2020
 - i. Tabled until March 2020 board meeting
 - g. Resolution #2020-08: Approval of the minutes from February 11, 2020
 - i. Upon a duly made motion to approve minutes for February 11, 2020 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
3. Financial Reports
 - a. Resolution #2020-09: Motion to approve bill payments/warrant 1080-1144 in the amount of \$109,659.58.

- i. Upon a duly made motion to approve the bill payments/warrant 1080-1144 made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 3-0.

Discussion:

- What is the Resource Connection?
 - The Resource Connection is the staff agency we are using for the waiting list project.

- b. 2019 Year End Financial Statement

- i. December 2019 – Received and Placed on file

December 2019:

The new budget numbers are on the financial statement. The original budget projected a loss of \$31,000 for the year, but the actual was \$72,000. The reasons for the difference is legal costs, admin fees for formula funding came in less than expected due to projects not progressing (Washington Street windows, and Barton Road siding), and employee benefits increased. The Current Reserve levels through September 2019 are as follows: 4001 program: 181,157; MRVP program: 1,652; Section 8 program: 10,466; Total Agency Reserve is \$193,275. The State reserve level is currently at 21.8% and DHCD requires housing authorities maintain a minimum reserve of 35%.

Discussion Included:

- \$17,000 in flooring costs, attributed to vacancy turnover
- ED Barnicle clarifies from last meeting that Schmidt Equipment was repairs made to the Bobcat, front end loader
- ED Barnicle indicates that the insurance increased by 15%
- ED Barnicle has board members sign the 2019 Year end certifications to be submitted to DHCD.

4. TAR (Tenant Account Receivable) report by development

-See attached Report

Discussion:

- Tenant Account Receivables for January 2020 were \$24,864.17. This number dropped from \$37,203.81 due to some credits being awarded and some pre-payments of rent.
- There are 26 vacancies to-date, at least 22 are move-in ready.
- DHCD mandates that apartments are turned-over and occupied in 21-days

5. Executive Directors Report

-See attached report

Discussion:

- DHCD has planned to come to Weston Rd on March 16th to inspect the file room and to discuss the potential of moving forward on the waiting list project.
- Barton Rd. Tub Project has been completed. To date, 28 tubs/showers have been replaced at Barton. This is between formula funding and the

WHA maintenance department installing new tubs when an apartment is vacant.

- Resident Service Coordinator started on February 3rd and has been working with the Deputy Director.
- 58 applications were received for the maintenance position
- FreshAir smoke detectors are still on hold. Waiting for IT company to quote a price for the installation of WiFi throughout the complex.
- FY 2020 Budget has been submitted. To date the budget has not been approved or denied

6. Chairperson Report

Discussion:

- ED Barnicle had a conference call with Steve Tise and Diane Horton from Tise Design Associates, TDA, on February 26, 2020.
- TDA is developing a budget for future phases of the Barton Rd redevelopment so the WHA can ask the Community Preservation Committee, CPC, for further funding
- TDA believe that Wellesley Housing should bring the project through the zoning phase before getting involved with an outside developer
- TDA plans on attending the next Affordable Housing Task force meeting to present their findings.
- Commissioner Kelley informs the board that the CPC is receiving additional funding this year, and that the 305 Weston Rd property could be discussed.
- 305 Weston Rd property has been brought to the attention of the Planning Department

7. Old Business

- a. Resolution #2020-06 Approval of final Washington Street Parking Lot Memorandum of Understanding
 - i. Tabled until next meeting. Town Counsel rescheduled meeting for March 12, 2020
 - ii. To date, there are 28 vehicles registered to Morton Circle and Washington Street apartments
 - iii. Maintenance performed their own count of spaces and came to a total of 54 spaces currently

8. New Business

- a. Resolution #2020-09 Approval of Wellesley Housing Authority/Dedham Housing Authority Section 8 administrative Contract
 - i. Upon a duly made motion to approve the Wellesley Housing Authority/Dedham Housing Authority Section 8 administrative Contract made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
- b. Resolution #2020-10: Approval of Formula Funding Increase

- i. Upon a duly made motion to approve the FY 2020 Formula Funding Increase of \$317,413.00 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
- c. Resolution #2020-11: Approval of FISH #324086 (Washington Street water shut-off valve installation) final payment and project closeout
 - i. Upon a duly made motion to approve FISH #324086 (Washington Street water shut-off valve installation) final payment and project closeout made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
- d. Resolution #2020-12: Approval of Office Renovation Design Contract
 - i. Upon a duly made motion to approve the Office Renovation Design Contract made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0.
- e. Resolution #2020-13: Approval of Wellesley Housing Authority/Needham Housing Authority Facilities Director Contract
 - i. Resolution does not pass.
 - ii. Vote: MR-Nay, MC-Nay, DK, Nay
- f. Resolution #2020-14: Approval of FISH #324085 (Barton Rd tub surrounds) final payment and project closeout
 - i. Upon a duly made motion to approve the final payment and project closeout of FISH #324085 (Barton Rd Tub Surrounds) made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0
- g. Outstanding Items Checklist
-see attached checklist

Discussion:

- Pest Control Procedure worked out between Deputy Director and Pest Control. Steps to follow: maintenance to investigate, make repairs as needed then report pests to pest company.
- ED Barnicle has requested RCAT, regional capital assistance team, to look at Washington Street development for possible laundry facility between 507 and 509 Washington Street
- Parking, guest parking, and smoking policy to be submitted to WHA board for May Meeting. When the policy is complete, send to board for review so the policy can be approved at the meeting.
- Quarterly meeting can be opportunity to discuss policies with residents and gain their input
- Non-rental charges, letter was sent to residents on 2/28/2020 and meetings are being held to discuss the charges with the residents. At the same time, a letter was sent to the residents about the extended hours on Tuesday nights for residents to interact with the office staff

- Maintenance has begun meeting with me every Monday to plan the weekly work. This will help remain efficient.
 - GPS will be installed in the maintenance vehicles by 3/13/2020. Mike has experience with installing these devices
 - Management Master plan to be discussed with Carrie Sousa at the March 16th onsite visit by DHCD
 - Maintenance went live with the iPad Work Order system on 3/2/2020. Brain spearheaded the procedure for the staff to follow
 - Direct rent withdrawal is being worked on by Viviana with Wellesley Bank
9. Other Business- Chairperson Renzella thanks Commissioner Kelley for his seven years of service to the Wellesley Housing Authority
10. Citizen Speak –
- Washington Street Tenant wishes to discuss the reasonable accommodation process for tenants, and how modifications can be made to apartments by community groups before a tenant needs to actually request a reasonable accommodation
11. Adjournment
- i. 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
February Board Meeting—February 27, 2020
Rescheduled Meeting: March 5, 2020**

Morton Circle (667-1)

Washington St (667-2)

Weston Rd (667-3)

- Filing room project is still on-going. DHCD will be coming out to look at the file room. They have not indicated the date when they will be coming.

River St (667-3)

Barton Rd (200-1)

- The tub project has been completed. There was a punch list created for the contractor to come back and complete some items. They came back on February 18th to finish the required work. While they were finishing their tasks, Mike and Brian installed access panels to all of the tubs, so plumbing issues can be fixed without having to uninstall the tub surrounds.
- To date, the WHA has had 28 tubs/showers replaced. Of the 28 replaced, # were done in formula funding projects, and # have been replaced using Wellesley Housing Maintenance. (getting answer)

Linden-Waldo Court (705-1)

Old Business

- Filling Vacancies – DHCD will be coming to the office to check on the filing room project. After they inspect the progress, I am hoping they will allow us to start updating our CHAMP lists.
- Resident Services Coordinator – Pam Meehan started on February 3rd. Jackie has been working with her extensively on creating a workload and updating the position. Pam has begun meeting with local government social workers.
- Maintenance – We had 58 applicants for the open maintenance position. Bob and I will be selecting our top 10 applicants to interview.
- FreshAir smoke detectors – Intellibeam (IT company) came to 41 River Street on February 13th to look at the buildings, and to put a price quote together so the possible installation of WiFi. As soon as they send in their quote, I will email it to the board. I specified to the owner that we may look at additional companies to make sure we have the best pricing, so they board can determine if they would like to move forward.
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New Business

- FY 2020 Budget – The budget has been submitted but nothing has been approved or denied.

Other Business

- None

WELLESLEY HOUSING AUTHORITY
TENANT ACCOUNT RECEIVABLE
VACANCY REPORT

9/30/2020

Dev #	# Units	Property	Total		Current		60-89		Over 90		Move Ins	Move Outs	Vacancies	Payment Agreements
			Due				Days	Days	Days	Days				
200-1	88	Barton Road	Active Tenants \$ 27,379.66		\$ 8,141.24	\$ 5,657.42	\$ 4,524.00	\$ 7,964.00			0	0	5	10
			Vacated Tenants \$ (127.00)		\$ (127.00)	\$ -	\$ -	\$ -						
			Total		\$ 27,252.66	\$ 8,014.24	\$ 5,657.42	\$ 4,524.00	\$ 7,964.00					
667-1	36	Morton Circle	Active Tenants \$ (4,319.00)		\$ (6,216.00)	\$ 407.00	\$ 407.00	\$ 718.00			0	0	5	1
			Vacated Tenants \$ (59.00)		\$ (59.00)	\$ -	\$ -	\$ -						
			Total		\$ (4,378.00)	\$ (6,275.00)	\$ 407.00	\$ 407.00	\$ 718.00					
667-2	40	Washington St	Active Tenants \$ (2,740.39)		\$ (3,110.39)	\$ 544.00	\$ -	\$ (179.00)			0	0	6	1
			Vacated Tenants \$ (1.00)		\$ (1.00)	\$ -	\$ -	\$ -						
			Total		\$ (2,741.39)	\$ (3,111.39)	\$ 544.00	\$ (179.00)						
667-3	26	River St	Active Tenants \$ 1,384.90		\$ 1,522.90	\$ 91.00	\$ 91.00	\$ 97.00			0	1	5	0
			Vacated Tenants \$ (19.00)		\$ (19.00)	\$ -	\$ -	\$ -						
			Total		\$ 1,365.90	\$ 1,503.90	\$ 91.00	\$ 91.00	\$ 97.00					
667-3	31	Weston Rd	Active Tenants \$ 2,484.00		\$ (553.00)	\$ 882.00	\$ 669.00	\$ 1,332.00			1	0	4	1
			Vacated Tenants \$ (43.00)		\$ (43.00)	\$ -	\$ -	\$ -						
			Total		\$ 2,441.00	\$ (596.00)	\$ 882.00	\$ 669.00	\$ 1,332.00					
705-1	12	Waldo Ct	Active Tenants \$ 924.00		\$ (75.00)	\$ 83.00	\$ 8.00	\$ 736.00			0	0	2	2
			Vacated Tenants \$ -		\$ -	\$ -	\$ -	\$ -						
			Total		\$ 924.00	\$ (75.00)	\$ 83.00	\$ 8.00	\$ 736.00					
Total					\$ 24,864.17	\$ (539.25)	\$ 7,664.42	\$ 5,699.00	\$ 10,668.00		1	1	27	15
Dec-19			\$ 37,203.81		\$ 15,973.89	\$ 8,410.42	\$ 3,859.35	\$ 7,994.35		0	2	26	18	
Jan - 19			\$ 24,864.17		\$ (539.25)	\$ 7,664.42	\$ 5,699.00	\$ 10,668.00						

Outstanding Items Checklist

- July 2019
 - Pest Control Company research by E.D., Maintenance was reviewing to discuss process and schedules to set up pro-active prevention protocols. Update?
 - Staying with pro-pest; delegated to J.S.; new personal relationship with company. Owner is now performing most work himself.
 - Staff procedure:
 - work order phoned in
 - investigate work order/repairs made
 - call pest control on Thursday, pest control to give day following week
 - receive service report for pest control – review and send follow-up notices
 - ED to bring to RCAT the potential for the addition of laundry between building at Washington Street. Update?
 - The laundry was brought to their attention for adding to the CIP.
 - They need to come to Washington Street to check if it is possible or not.
 - Will inspect space at next visit for Washington Street Window project Fish# 324088
 - Parking Policy
 - J.S. re-wrote; revisions were made from our last joint meeting with MR, JS, SB
 - Deadline? 5/31/2020?
 - Guest Parking Policy
 - Part of parking policy
 - Deadline 5/31/2020?
 - Smoking Policy
 - Can we charge tenants?
 - Need concrete evidence to charge tenant; tenant can grieve charge.
 - ED to check with Regional Attorney on tenant involvement reviewing policy and procedures? Update
 - CMR states; **“Resident Participation Where There Is No LTO.** The LHA shall allow resident participation consistent with good business practices on matters directly affecting residents where there is no LTO.”
 - Keep draft copy of policy at reception window. Tenant to read and submit notes for consideration with receptionist. Notes and suggestions to be read by ED and incorporated as needed/if possible.
 - Non-rental charges were approved in July, have they been implemented
 - Letter was sent to residents on 2/28/2020- meetings are happening to explain to residents.
 - Efficiency logs for maintenance? Update
 - Created weekly maintenance schedule. Filling out with entire Maintenance department every Monday Morning at 8:00 am. Getting morning update from Bob daily.
 - Preventative Maintenance Plan? Update
 - Created binder with B.A. and G.K.; will bring to staff meetings for updates with whole staff.
 - GPS in trucks?

- GPS to be installed by 3/13/2020
 - Management Master Plan
 - Check email from Carrie Sousa at DHCD- DHCD coming to WHA on 3/16/2020 to discuss vacancies. Carrie has agreed to discuss management Master Plan after File room inspection.
 - IT services- letter of release of their services.
- August 2019
 - iPad use by Maintenance for work orders? recent meeting contradicted ED reports on use.
 - Maintenance went live with IPAD work orders on 3/2/2020.
 - Facilities Director attending a Board meeting to present PMP and update on policies and contracts he is monitoring.
 - Discussion from end of last board meeting was for B.A. and G.K. to attend March 2020 board meeting for progress report.
 - Resident email database to be created by ED, opt-in only by residents. Update?
 - Emails collected by Deputy Director. Need web-service to send mass communications to opt-in residents.
- September 2019
 - Overtime mileage to establish appropriate distances.
 - Maintenance staff was instructed to report specific addresses of overtime calls to account for miles.
 - Facilities Director contract and defined roles and responsibilities to WHA
 - Content in February 2020 Board Packet
- New items
 - timeframe for staff evaluations
 - to be completed by March 31, 2020.
 - plan for filling vacancies once DHCD opens our waitlist
 - to send out DHCD required letters and packets, once DHCD gives permission to do so.
 - opportunities for resident direct deposits of their rents
 - Will ask Wellesley Bank about process.
 - procedure for ensuring the Wellesley Retirement payment is made monthly
 - Discussed with Finance Director; 3 step reminder 1) outlook calendar 2) on monthly required worksheet 3) on wall magnetic calendar; also on ED's outlook calendar
 - request for overnight parking in Town lot- River Street