

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Monday, April 13, 2020 – 9:30 AM
<https://youtu.be/H6A6mnQo1x0>

1. Roll Call
 - Maura Renzella, Chairperson – present
 - Kim Maire, State-Appointee – present
 - Michelle Chalmers, Commissioner – present
 - Don Kelley, Commissioner – present
 - Sean Barnicle, Executive Director

2. Approval of Minutes
 - a. Resolution #2020 – 07: Approval of the minutes from January 30, 2020
 - i. Upon a duly made motion to approve minutes for the January 30, 2020 made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 3-0. Kim Maire abstained as she was not at the January 30, 2020 meeting.

 - b. Resolution #2020-15: Approval of the minutes from March 5, 2020
 - i. Upon a duly made motion to approve minutes for the March 5, 2020 made by Commissioner Michelle Chalmers, and seconded by Commissioner Don Kelley, the motion to approve was approved by the following vote: 3-0. Kim Maire abstained as she was not at the March 5, 2020 meeting.

 - ii. **Discussion:** ED Barnicle to give update regarding Resolution #2020-13: Approval of Wellesley Housing Authority/Needham Housing Authority Facilities Director Contract, which failed to pass at the March Board meeting. It was suggested that the contract rate be moved to hourly rate, and it will be discussed at May 28th board meeting.

3. Financial Reports
 - a. Resolution #2020-16: Motion to approve bill payments/warrant 1145-1210 in the amount of \$109,695.86.
 - i. Upon a duly made motion to approve made by Commissioner Don Kelley and seconded by Commissioner Michelle Chalmers, the motion was approved by the following vote: 4-0.

 - b. Monthly Financial Statements
 - i. January 2020 and February 2020– Received and Placed on File

Discussion:
For the first two months of the calendar year, gas expenditure is 45 percent higher than budgeted. ED Barnicle will investigate potential explanations. Overall,

expenses are 5 percent below budgeted. At Feb. 29, reserves were at \$202,042, with a reserve level of 21 percent.

4. TAR report by development
-See attached report

Discussion:

- a. AR declined to \$16,974 with resolution of some past issues and with 95 percent of rents collected across the board.
- b. Vacancies stood at 28 percent. 25 out of 28 are move-in ready.

5. Executive Directors Report
-See attached report

Discussion:

- a. Rent boxes have been installed in developments for rent collection.
- b. Overall activity level in the developments has been quiet.
- c. FY2020 budget has been approved by DHCD, without the approved exemption for a dump truck.
- d. Work schedule and cleaning plan has been modified due to the health crisis. The maintenance staff are now working on alternating days but were all involved in a deep-cleaning process over several days. Maintenance position still open, and short list has been created.
- e. ED Performance Improvement Plan was reviewed. Staff meetings now conducted daily through Zoom. ED will provide weekly updates to Board.
- f. Waitlist status discussion took place earlier in financial reports discussion. Resource Connection staffing agency put the project on hold, but DHCD is scheduling a discussion with WL team and WHA about the next steps this week.

6. Chairperson Report

7. Old Business

- a. Resolution #2020-06: Approval of Washington Street Parking Lot Memorandum of Understanding
 - i. Upon a duly made motion to approve the Washington Street Parking Lot Memorandum made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 4-0.

8. New Business

- a. Resolution #2020-17: Approval of Wellesley Housing Authority Grievance Policy
 - i. Upon a duly made motion to approve the Wellesley Housing Authority Grievance Policy made by Commissioner Don Kelley, and seconded by Commissioner Michelle Chalmers, the motion to approve was approved by the following vote: 4-0.
- b. Annual Meeting – (Tabled) Approval of officers deferred to May meeting.

- c. Discussion of COVID-19 – Cleaning Procedures – discussed in Executive Director Report
 - d. Discussion of Wellesley Housing Authority Policies - parking, smoking, and tenant outdoor space usage will be next.
9. Citizen Speak – None – no tenants on the conference call line
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: 4-0.

**Wellesley Housing Authority
Executive Director Report
April 13, 2020 Board Meeting
New Website: www.wellesley-housing.org**

Morton Circle (667-1)

- A rent box has been installed at the laundry room, so tenants can drop off rent and other important information to be picked up by the office staff.

Washington St (667-2)

- Morton Circle and Washington Street received a deep clean from the WHA maintenance department on April 7th and 8th.

Weston Rd (667-3)

- A rent box has been installed at the laundry room, so tenants can drop off rent and other important information to be picked up by the office staff.

River St (667-3)

- A new message board was installed outside the community hall allowing daily posting by WHA staff.
- A rent box has been installed at the laundry room, so tenants can drop off rent and other important information to be picked up by the office staff.

Barton Rd (200-1)

- Office Renovation project is still moving forward. Andrew M. Brockway & Associates have been come to the office a couple times to finalize measurements so they can begin drafting the project.
- Wellesley Public Schools and Maura Renzella have been providing the families at Barton Rd who qualify for the free and reduced lunch program, with meals Monday-Friday.
- Four refrigerators have been installed at the community center to assist with the food program.

Linden-Waldo Court (705-1)

- A rent box has been installed at the laundry room of building 3, so tenants can drop off rent and other important information to be picked up by the office staff.
- A message board has also been installed so residents can view the daily briefing from the Town of Wellesley, and any other important information provided by WHA.

Old Business

- FY 2020 Budget – The budget has been submitted has been approved, but DHCD took out the request for a dump truck.

New Business

- COVID-19 staffing precautions (Modified Work Plan)
- COVID-19 cleaning procedures (Modified Work Plan)
- 9 Emergency Work orders completed since March 1, 2020.
- Performance Improvement Plan

Approved 5/28/2020

- ED is still finalizing the self-identified task tool to track work progress
- Has been having daily staff meeting, and identifying one meeting as the weekly staff meeting to introduce new information to staff