

Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Wednesday, July 1, 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 - present
 - Kim Maire, Commissioner- present
 - Renee Spencer, Commissioner – present
 - Janice Coduri, Commissioner – present (joined after roll call)
 - Sean Barnicle, Executive Director
 - Jackie Sullivan, Deputy Director
2. Approval of Minutes
 - a. Resolution #2020-24: Approval of the minutes from May 28, 2020
 - i. Minutes are approved by 2 votes from Maura Renzella and Kim Maire. Renee Spencer and Janice Coduri abstained from voting as they were not board members at the May 28th meeting.
3. Financial Reports
 - a. Resolution #2020-25: Motion to approve June Bill Payments/Warrant online totaling of \$77,628.14
 - i. Upon a roll call vote the board approved the online payment for the June Bill Payments/warrant
 - Roll Call Vote: Maura Renzella, approve
 - Kim Maire, approve
 - Renee Spencer, approve
 - b. Monthly Financial Statements
 - i. May 2020 Received and Place on file (no approval needed)
4. TAR report by development (Tenant Accounts Receivable)
 - See attached ReportDiscussion:
 - Software glitches have been corrected, and the most recent report presented for May shows the impact of COVID19. Total TAR due has jumped 58 percent over the end of last year to \$58,880.97.
 - Vacancies as of May 2020 stood at 29 units, with eight of those units in the turnover process. Vacancies have risen to 33 since the May TAR report.
5. Executive Directors Report
 - See attached reportDiscussion:
 - Bids for two construction projects, the Washington Street window project and the office renovation project, have come in. Approval for the contracts may be presented to the board at the next meeting.

- Waiting list cleanup is progressing. Letters to 111 applicants are going out to confirm their interest in Wellesley Housing on July 6 with a July 27 deadline to return the packet.

6. New Business

a. Resolution #2020-26: Approval of Write offs for Uncollected Rent (Vacated Tenants) totaling \$11,173.40.

- Upon a duly made motion to approve the write-offs, made by Commissioner Kim, Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following vote: 3-0 (Ms. Spencer was temporarily absent).

b. Resolution #2020-27: Approval of Wellesley Housing Authority Non-Smoking Policy.

- Upon a duly made motion to approve the Wellesley Housing Authority Non-Smoking Policy, made by Commissioner Kim, Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following roll call vote:

- Roll Call Vote: Maura Renzella, approve
Kim Maire, approve
Janice Coduri, approve
Renee Spencer, approve

c. Resolution #2020-28: Approval of Wellesley Housing Authority Parking Policy

- Upon a duly made motion to approve the Wellesley Housing Authority Parking Policy, made by Commissioner Kim, Maire, and seconded by Commissioner Renee Spencer, the motion to approve was approved by the following roll call vote:

- Roll Call Vote: Maura Renzella, approve
Kim Maire, approve
Janice Coduri, approve
Renee Spencer, approve

Discussion: Pending removal of the last sentence in the first paragraph and the addition of the Negosian's Towing company MOU.

d. Resolution #2020-29: Approval of Wellesley Housing Authority Outdoor/Grounds Policy

- Upon a duly made motion to approve the Wellesley Housing Authority Outdoor/Grounds Policy, made by Commissioner Kim, Maire, and seconded by Commissioner Janice Coduri, the motion to approve was approved by the following roll call vote:

- Roll Call Vote: Maura Renzella, approve
Kim Maire, approve

Janice Coduri, approve
Renee Spencer, approve

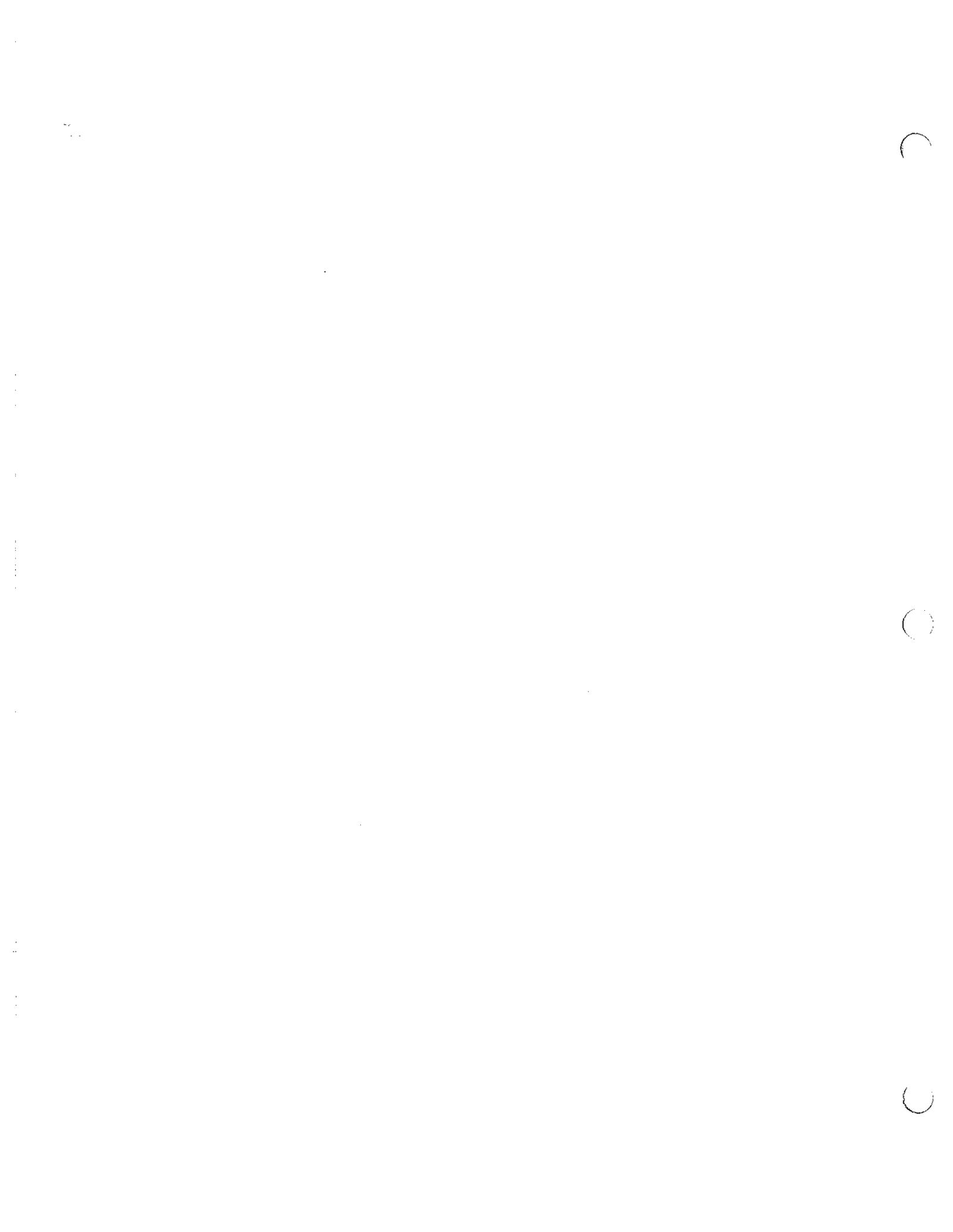
7. Other Business – Chairperson Renzella attended a Mass. Chapter of the National Association of Housing and Redevelopment Officials training, and they had a suggested list of documents to be included in a board orientation packet, which is to be created for new members. Chairperson Renzella also requested a timeline for implementation of new policies for residents.
8. Citizen Speak – none
9. Adjournment

Next Meeting Date: Thursday July 23, 2020, 9:30 a.m.



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

Dev #	# Units	Property	Total Due	Current	Days			Move Ins	Move Outs	Vacancies	Payment Agreements	
					30-59	60-89	Over 90					
200-1	88	Barton Road	Active Tenants	\$ 36,106.77	\$ 8,988.28	\$ 12,940.85	\$ 6,996.00	\$ 5,784.38	0	1	5	10
			Vacated Tenants	\$ 6,386.00	-	\$ 57.00	\$ 3,654.00	\$ 2,358.00				
			Total	\$ 42,492.77	\$ 8,988.28	\$ 12,997.85	\$ 10,650.00	\$ 8,142.38				
667-1	36	Morton Circle	Active Tenants	\$ 3,361.00	\$ 1,676.00	\$ 1,104.00	\$ 110.00	\$ 120.00	0	0	6	1
			Vacated Tenants	\$ 564.00	\$ 231.00	\$ 231.00	\$ 75.00	\$ 27.00				
			Total	\$ 3,925.00	\$ 1,907.00	\$ 1,335.00	\$ 185.00	\$ 147.00				
667-2	40	Washington St	Active Tenants	\$ 2,201.80	\$ 911.60	\$ 947.00	\$ 106.20	\$ 23.00	0	0	7	1
			Vacated Tenants	\$ 161.40	-	-	-	-				
			Total	\$ 2,363.20	\$ 911.60	\$ 947.00	\$ 106.20	\$ 23.00				
667-3	26	River St	Active Tenants	\$ 5,783.00	\$ 767.00	\$ 1,389.00	\$ 1,239.00	\$ 2,086.00	0	0	5	0
			Vacated Tenants	\$ -	-	-	-	-				
			Total	\$ 5,783.00	\$ 767.00	\$ 1,389.00	\$ 1,239.00	\$ 2,086.00				
667-3	31	Weston Rd	Active Tenants	\$ 3,899.00	\$ 112.00	\$ 736.00	\$ 272.00	\$ 2,640.00	0	0	4	1
			Vacated Tenants	\$ -	-	-	-	-				
			Total	\$ 3,899.00	\$ 112.00	\$ 736.00	\$ 272.00	\$ 2,640.00				
705-1	12	Waldo Ct	Active Tenants	\$ 418.00	-	\$ 418.00	\$ -	\$ -	0	0	2	2
			Vacated Tenants	\$ -	-	-	-	-				
			Total	\$ 418.00	\$ -	\$ 418.00	\$ -	\$ -				
Total			\$ 58,880.97	\$ 12,685.88	\$ 17,822.85	\$ 12,452.20	\$ 13,038.38	0	1	29	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			\$ 53,441.38	\$ 24,265.04	\$ 9,435.00	\$ 9,554.34	\$ 7,200.38	0	0	28	15	
May - 20			\$ 58,880.97	\$ 12,685.88	\$ 17,822.85	\$ 12,452.20	\$ 13,038.38	0	1	29	15	



**Wellesley Housing Authority
Executive Director Report
June 25, 2020 Board Meeting**

New Website: www.wellesley-housing.org

Morton Circle (667-1)

Washington St (667-2)

- Walk through for Window-Lintel Painting project was on June 17th. Bid are due on June 25th.

Weston Rd (667-3)

- Maintenance completed power washing the building.

River St (667-3)

- Wellesley Public Works street swept the River Street Parking lot on June 9, 2020.

Barton Rd (200-1)

- Office Renovation project is still moving forward. Walk through was on June 12th. Bids are due on June 25th.
- 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)

Old Business

- Needham Housing Authority facilities contract – ED Angie Medeiros was contacted on June 1st and we gave our 30 day notice. Beginning July 1, 2020 Wellesley will be fully separated from Needham Housing Authority.
- FEMA reimbursement – successfully registered for reimbursement portal. Now working on submitting a claim for reimbursement, which will include cleaning by maintenance on weekends.

New Business

- **Waiting list progress;**
 - **Steps that have been taken**
 - **Steps that remain**
 - **DHCD joint meeting; TBD – data is still being compiled.**

