

**MINUTES
WELLESLEY HOUSING AUTHORITY
REGULAR MEETING
JULY 31, 2018 : 5:00 P.M.
GREAT HALL • WELLESLEY TOWN HALL**

COMMISSIONERS PRESENT:

Chairperson Maura Renzella
Commissioner Michelle Chalmers
Treasurer Kathy Egan
Commissioner Don Kelley

STAFF PRESENT:

Paul Dumouchel
Sandra Amour

COMMISSIONERS ABSENT:

Vice Chair Tanya Morel

NOTICE OF MEETING

Adequate notice of this meeting has been provided by the Secretary of the Wellesley Housing Authority by preparing a Public Notice dated July 25, 2018 setting forth the date, time and place of this meeting. Said notice was filed with the Clerk of the Town of Wellesley and provided to persons requesting it.

CHAIR ANNOUNCEMENTS: Chair Renzella questioned the status of the Municipal Light Plant. Commissioner Chalmers reported that they have agreed to charge new tenants \$150 rather than basing the amount on the prior tenant in that unit. The ED will follow up and get that agreement in writing. He also reported that the MLP is more aware of being in touch with the housing authority tenants before their bills get astronomically high. Commissioner Chalmers will meet with Asst ED Edmond next week to revisit the matter of the MLP. The Chair also questioned the status of the Washington Street/Morton Circle parking lot. Commissioner Egan said she is waiting to reconnect with Dave Hickey. Also that an easement or lease agreement needs to be drawn up. The ED said he will contact an attorney to do that.

DISCUSSION ITEMS

Deborah Brown, The Swellesley Report. Discussing "The Little Library Project" Literacy Initiative. Will visit in August
Accountant's Compilation Report

Selecting Dates to Meet with the State Auditor's Office and DHCD: DHCD representatives Amy Stitley and Laura Taylor will be attending the September 27 board meeting. Three dates were agreed on as available dates to meet with the Auditors office..

Policy Updating to Comply with Action Plan to DHCD

- Procurement Policy: ED Dumouchel gave an overview of the procurement policy two types of procurement. Building and contractor procurements and supplies and services procurements. He explained procedures, broken up by price points and the protocols that must be followed for each price range. He also pointed out the change made by DHCD and that it was updated in the policy. Chair Renzella asked where the Requests for Proposals were kept since they need to be held for 7 years and they are held in Needham at the office of Gary Kuphal, Facilities and Maintenance Director. The Chair requested that where those documents are held be noted in the policy, not necessarily the person holding them, but the position. Information for Bid documents are held in a project specific binder, also in Gary's office. Procurement exemptions items 6, 15, 21 and 32a were discussed as being the items that are most often used by the WHA. The Chair requested that 'governing body' be replaced by 'the Board'. Commissioner Egan asked about refrigerator procurement and the ED explained that they were put out to bid and Jarvis sold them at a lower price than the COMMBUYS procured. The Chair said she would work with the ED to finalize the changes made.

- Inventory and Equipment Policy: Until now, there has been no formal policy, but informal procedures. Appliance specific procedure was addressed in the recent audit. The ED laid out the procedure in the policy. He mentioned the inventory that is taken in December and Commissioner Chalmers requested to see the inventory list. ED Dumouchel said he would get that to the Board. The inventory control information is being kept by the bookkeeper in Wellesley. The Chair requested that ‘the authority’ that will address any discrepancy, be replaced by ‘the ED’ and will follow up with the procedure to address any discrepancies. ‘Inventory clerk’ to be changed to ‘the Bookkeeper’. The Chair requested that the forms that are used with this policy be attached to this policy so there is continuity. She also reminded the Board that these policies are part of an action plan that have to be submitted to DHCD by August 13. Each policy will be on a WHA letterhead, dated and signed by each commissioner.

- Inspection Policy
- Rent Re-determination Policy

Executive Director Report: The WHA budget has been approved. The HA saved about \$50K on the new trash contract. Stefania has mentioned that some tenants think they need more than one 96 gallon tote. The ED discussed it with Facilities and one tote is plenty. It was discussed that there is no recycling program and that there should be one. That would be a space saver. He said he has discussed it with the tenants and they are in agreement that they will work with the one tote system and see how it goes. The ED gave an overview of the centralized waitlist and that the staff will be going to training to use it. Commissioner Chalmers asked about the River Street project being postponed and the ED said there was an issue again with the arborist, a tree has to be moved, but the project will soon be underway and they will be adding 2 additional parking spaces. Commissioner Chalmers asked for Gary Canavan’s job description and what his position does. The Chair said that the Board has received the description but that the Board has no say over employees. Commissioner Egan asked if the CPC money for the site study has been released. The Chair responded that receipts be submitted to the town. She also said the RFP should be out by September 1st. Commissioner Egan asked if there was any record of bids sent in on the request that was made 3 years ago. Commissioner Chalmers asked if the Board would like to think about changing the names of the properties of the housing authority to help relieve some negative connotations, bring about a more inclusive language.

RESOLUTION # 2018-29

Approving the Minutes of the May 8 Special Meeting

Upon a motion duly made by Commissioner Egan and seconded by Commissioner Kelley, the motion was approved by the following vote: X MR X DK X KE A TM A MC:

RESOLUTION # 2018-27-TABLED

Approving the Minutes of the June 7, 2018 Special Meeting

Commissioner Chalmers noted that she was unable to attend the May 8 and June 7 meetings because they were held during the day when she is at work.

RESOLUTION # 2018-30

Approving the Minutes of the June 28, 2018 Regular Meeting

Upon a motion duly made by Commissioner Egan and seconded by Commissioner Chalmers, the motion was approved by the following vote: X MR A DK X KE A TM X MC:

Commissioner Kelley left the meeting at 6pm

RESOLUTION # 2018-31

Approving a Procurement Policy

Upon a motion duly made by Commissioner Chalmers and seconded by Commissioner Egan, the motion was approved by the following vote: X MR A DK X KE A TM X MC:

RESOLUTION # 2018-32

Approving payment of the bill/check roll listed on the warrant dated July 24, 2018 in the amount of \$112,806.66
Authorized as follows:

Checks (#15588 - #15619)..... \$112,806.66

Upon a motion duly made by Commissioner Kelley and seconded by Commissioner Chalmers, the motion was approved by the following vote X MR X DK X KE A TM X MC

RESOLUTION # 2018-33

Approving an Inventory and Equipment Policy with ammendments

Upon a motion duly made by Commissioner Egan and seconded by Commissioner Chalmers, the motion was approved by the following vote X MR X DK X KE A TM X MC

The ED explained that in 2014 some annual inspections were not done. They improved in 2015 and improved again for 2016, but the inspection process has been modified so they are done in smaller increments rather than doing them all at once. Also how the form is filled out is being addressed with staff. Work orders need to be made and fulfilled in a timely manner. The Chair requested that the new approach to inspections be laid out in the policy and that the inspection form be attached to the policy. Commissioner Chalmers requested that she see an inspection sheet before she approves the policy. She asked why inspections were being done incorrectly and Stefania Paola responded that it was the old staff and that they are being done differently now. ED Dumouchel responded that the recent Performance Management Review not only showed deficiencies in the inspection system, but it showed how differently it can be done and improved. Commissioner Chalmers requested to see Needham’s inspection form. She also questioned what could be done if a tenant doesn’t agree with the inspection and it was ascertained that the tenant signature was not necessary to agree with the results of the inspection, but to verify that the inspection was done. This resolution will be voted on at a special meeting.

RESOLUTION # 2018-34 TABLED

Approving an Inspection Policy

RESOLUTION # 2018-35 TABLED

Approving a Rent Re-determination Policy: Commissioner Egan said she has a multitude of questions regarding this policy and is not ready to vote on it tonight. She thinks it should be far more specific and will be available to work with someone to make changes to the policy. The ED will forward an email of a DHCD handout laying out the rules regarding annual rent determination . A special meeting will be necessary for these policies to be approved.

RESIDENT/PUBLIC INPUT:

- Other Citizen Speak : Paula Elliot reported rust in her tub. ED Dumouchel said there is actually a plan to replace some tubs. He will put that plan in action tomorrow. Nate Powell requested that if a tenant would like a third party to verify the annual inspection, that it be put in the policy that the housing authority wait for the third party to arrive for the inspection. He also told about working as a special ed teacher and that he knows first hand that changing the name of the properties is not going to make the change. Commissioner Chalmers asked for his input on what might bring about the change. Chairman Renzella said she would not want to get specific regarding third parties and inspections. She said that they might put a window of time in the policy.

- Report of the LTO : Stefania said that if the inspections start accommodating tenant times for inspections, we’re setting ourselves up for disaster. When one tenant hears that they can make an appointment, everyone will want to and the inspections will never get done. Tenants are aware a week in advance that they will be inspected. The DHCD guidelines are sufficient.

A letter is going around looking for signatures for second totes. A lot of tenants do not believe that one tote is sufficient. Regarding the NHA agreement, Stefania contacted Alice Piesch. She requested from Commissioner Egan that she be able

to contact the governor. If she isn't able to get some answers, she will reach out to the press. She thinks the break up with Needham is wrong and a lot of the tenants are in agreement with her. Chair Renzella and Commissioner Egan said that you are within your right. Stefania said that she emailed Amy Stitley and questioned why DHCD was insisting that WHA break away from NHA. She read the email response. After years of fighting to break away from Needham, the tenants are glad to be part of NHA because of the new staff and are angry that they are being forced into a breakup. Chairman Renzella questioned why a breakup is being forced for issues that were found in a whole different time frame. Stefania asked if she could be present when the Board meets with the Auditors. The Chair said it will be a public meeting. Anyone can attend.

MOTION TO ADJOURN

Upon a motion duly made by Commissioner Egan and seconded by Commissioner Chalmers the motion was approved by the following vote X MR X DK X KE A TM X MC

WELLESLEY HOUSING AUTHORITY MEETING DATES

Thursday	August 23, 2018	525 Washington Street	Great Hall	5:30pm
Thursday	September 27, 2018	525 Washington Street	Great Hall	5:30pm