

Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda
Thursday, April 29, 2021 – 9:30 AM
<https://www.wellesleymedia.org/live-streaming.html>
View on TV on Comcast 8/Verizon 40

1) Roll Call

Janice Coduri, Chairperson
Maura Renzella, Commissioner
Kim Maire, Commissioner
Odessa Sanchez, Commissioner
Sean Barnicle, Executive Director
Jackie Sullivan, Deputy Director
Viviana Viera, Director of Finance and HR
Marybeth Martello, Sustainable Energy Commissioner

2) Town of Wellesley Climate Action Plan – Presented by Marybeth Martello

3) Citizen Speak - none

4) Approval of Minutes

a) Resolution #2021-19, Approval of Minutes from October 6, 2020

i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Kim Maire, the motion was approved 4-0.

b) Resolution #2021-20, Approval of Minutes from March 25, 2021

i) Upon a duly made motion made by Commissioner Maura Renzella, and seconded by Commissioner Kim Maire, the motion was approved 4-0. Annual Meeting minutes will be approved at the 2022 meeting.

5) Financial Reports

a) Resolution #2021-21, Approval of April Bill Payments/Warrant

i) Upon a duly made motion made by Commissioner Kim Maire, and seconded by Commissioner Odessa Sanchez, the motion was approved 4-0.

b) Monthly Financial Statements for April 2021

i) Received and Place on file, ED noted that reserves have fallen to 26.3 percent.

6) TAR report by development (Tenant Accounts Receivable)

a) TAR declined slightly to \$163,941 in March. Discussed the Subsidized Housing Emergency Rental Assistance (SHERA) Program, which is a new program that may help residents with rental payments, and landlords must apply on their behalf.

7) Executive Directors Report

a) See Attached Report

8) Chairperson Report

i) Discussion:

- a) Chairperson Coduri reviewed the list of Board responsibilities from the DHCD training.
- b) Also reviewed use of Emails, which should be informational, and not a substitute for Board meetings. Chairperson Coduri reminded everyone that if an email is sent to a quorum of Board members, then it would be subject to the Open Meeting Laws, so commissioners should refrain from doing this without proper public notice.
- c) Commissioners Notebook is under development, and will be available soon. Chairperson Coduri would also like the Board to review WHA Policies, By-Laws and the Mission statement. Policies Review committee will be led by Commissioner Sanchez. The plan is to present statements under review at one Board meeting and then a vote taken at the following meeting. Commissioner Renzella also noted that policies were previously presented to residents for a two-week review.
- d) The Chairperson and ED are working on a program of goals for the coming year.

9) Old Business

a) Discussion:

- i) Parking Policy Update, ED suggested further review on some procedures, in particular the towing section.

10) New Business

a) Resolution #2021-22: FY2024 Formula Funding and Covid Office Improvements in the amount of \$300,153.00.

- i) Upon a duly made motion made by Commissioner Odessa Sanchez and seconded by Commissioner Maura Renzella, the motion was approved 4-0.

Discussion: The front office expansion has been completed and will be opened up to residents soon.

b) Discussion: CHAMP/Waiting list Update

- i) The office has moved on to filling the senior sites now. There were three move-ins on April 1.

11) Other Business

- a) Update on redevelopment: Commissioner Kim Maire noted that there was good information in the Tise final report on redevelopment of Barton Road, but there are still gaps in the report.
- b) Commissioner Maire suggested a focus on three things in the future:
 - i) Washington St. feasibility study
 - ii) visioning study for Rt. 9 and Cedar St.
 - iii) more research is needed on creative funding options for redevelopment. A wrap-up meeting on the Tise report will be considered for CPC.

- c) Community Gardens – Commissioner Maura Renzella spoke with a Wellesley Boy Scout troop member to do a future Eagle Scout project to create community gardens in several WHA locations. Commissioner Renzella and ED Barnicle also requested that an invitation go out to the scouts to attend an upcoming Board Meeting so the Board can thank them for work three completed Eagle Scout projects.

12) Adjournment

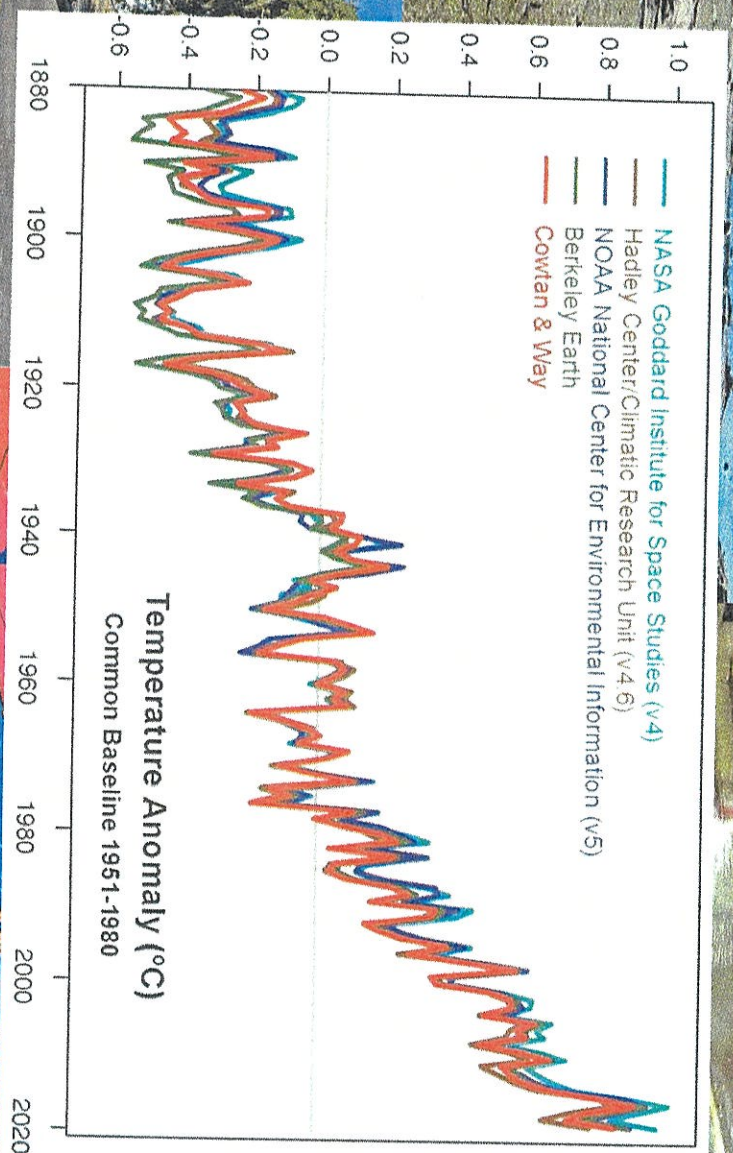
- a) Upon a duly made motion made by Commissioner Kim Maire and seconded by Commissioner Maura Renzella, the motion was approved 4-0.

Next Meeting Date: Thursday May 27, 2021

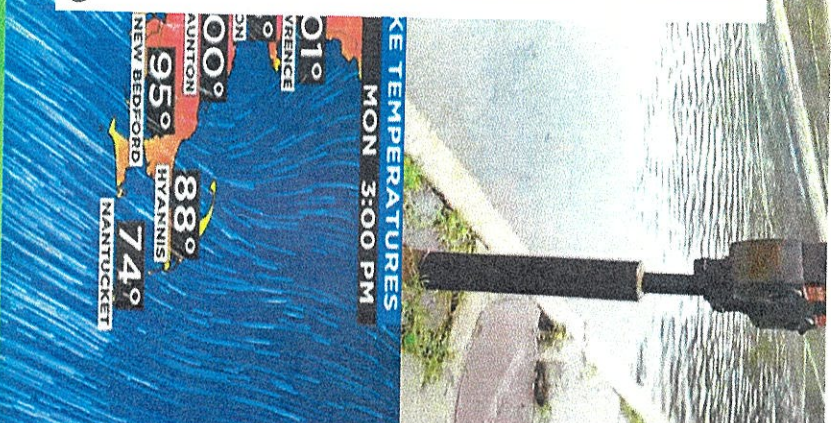
Wellesley's Climate Action Planning Process

PRESENTATION TO THE WELLESLEY HOUSING AUTHORITY 4.29.2021





Climate change = Urgent threats





Climate change = a wave of opportunity...

Climate mitigation

Healthier people and ecosystems

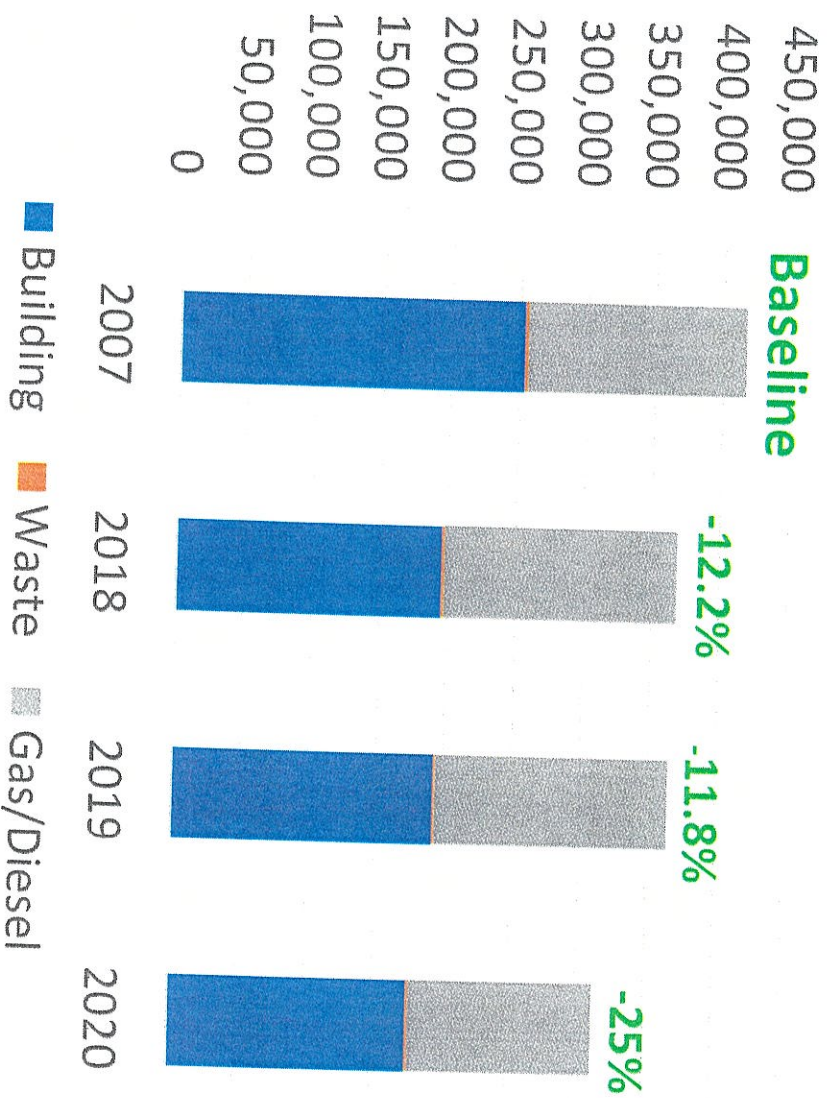
More resilient natural and built environments

Economic benefits

Greater equity

Leadership and regional collaboration





Progress to date...

Met 2013 GHG emissions goal

Met 2020 GHG emissions goal (thanks to COVID)

25%

reduction in town-wide greenhouse gas emissions since 2007

49%

carbon-free electricity in Wellesley

132

solar installations

340+

electric vehicles

80+

tons of food waste diverted annually

4

sustainable municipal buildings in design

3,000

carbon-sequestering public shade trees

NET ZERO by 2050

SEC proposal to 2021 ATM

Based on IPCC, science-based
recommendations

Similar to MA State goals

2030

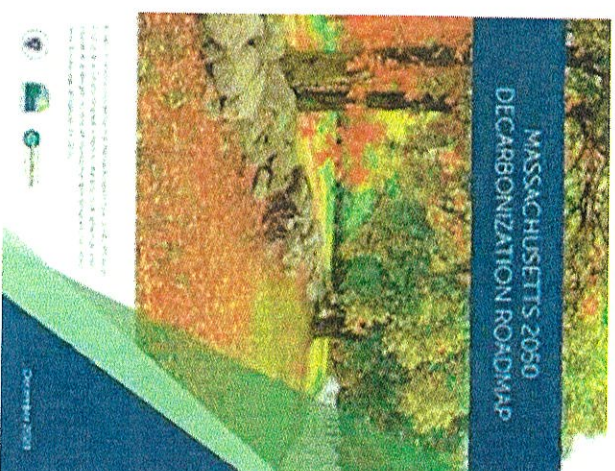
- Reduce emissions
- 50% below 2007 baseline

2040

- Reduce emissions
- 75% below 2007 baseline

2050

- **NET ZERO** emissions
- Eliminate or offset emissions

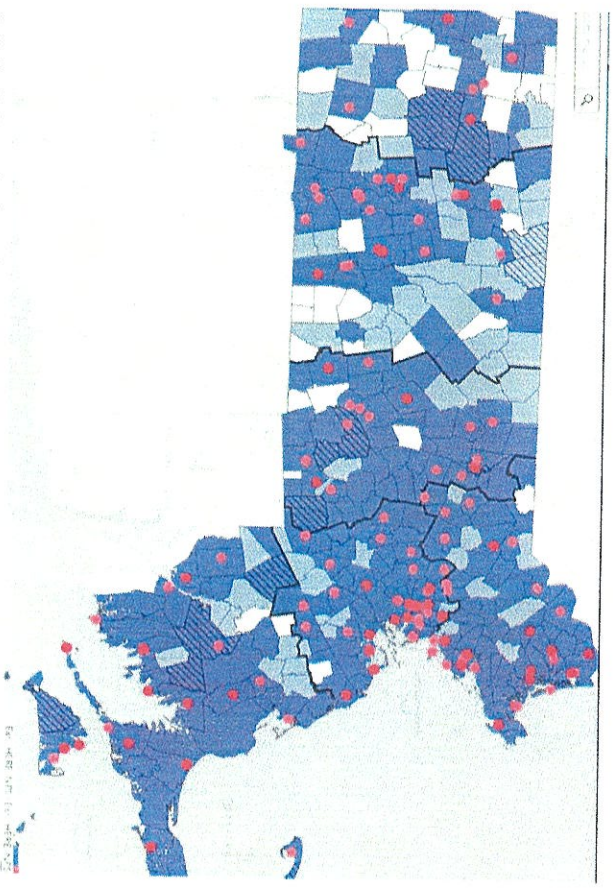


Net Zero 2050

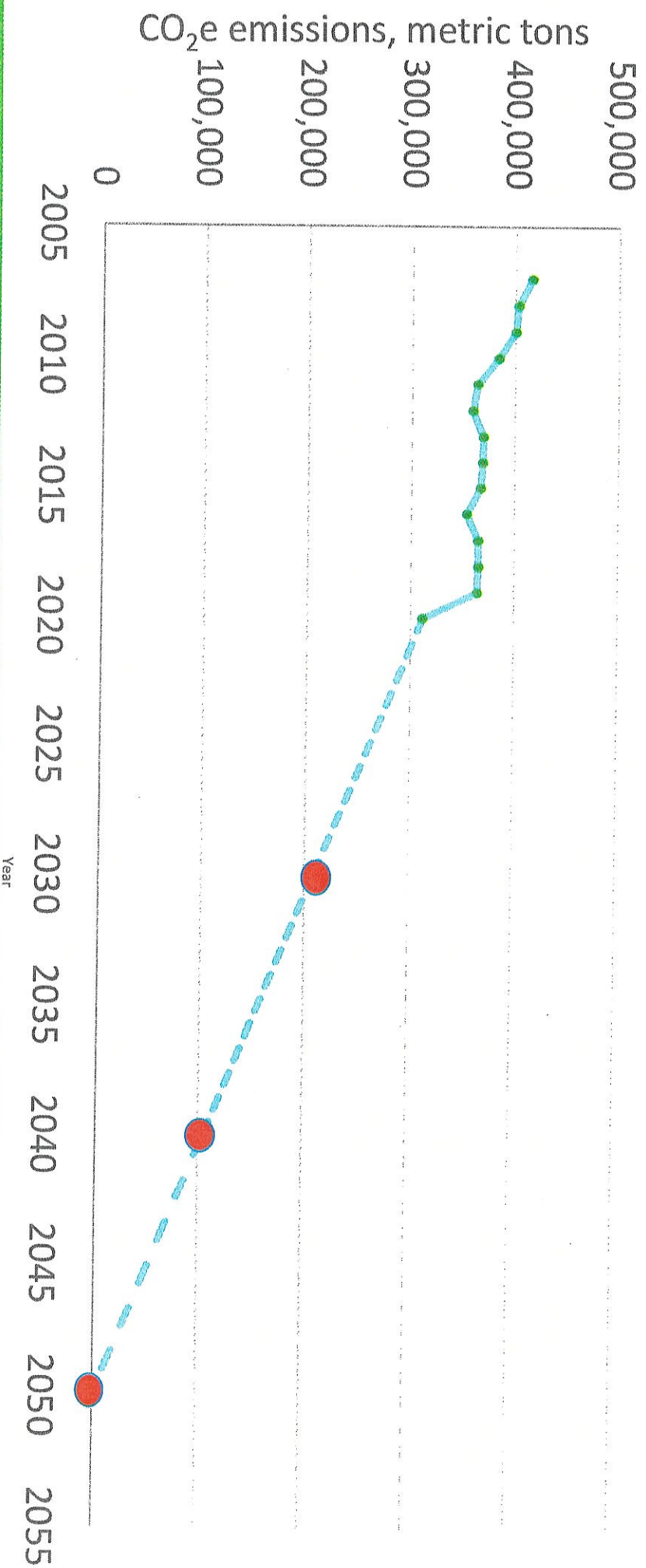
Federal, MA State and Many MA Towns and Cities

MA Communities Addressing Climate Change

MA Communities with Ambitious GHG Goals (partial list)			
Amherst	Brookline	Natick	
Arlington	Cambridge	New Bedford	
Belmont	Concord	Newton	
Beverly	Dedham	Salem	
Boston	Lexington	Somerville	
		Winchester	

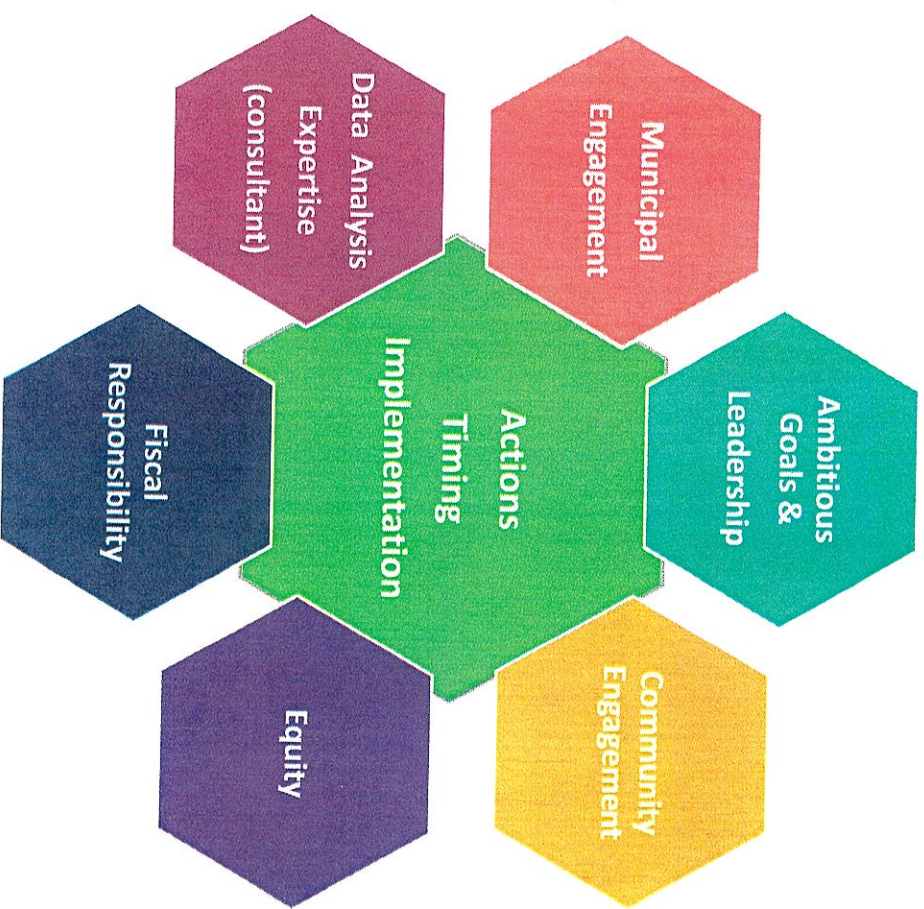


MA Municipal Vulnerability Preparedness Communities

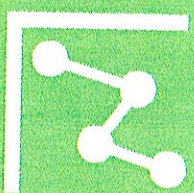


Build on progress to date to reach net zero by 2050
To avoid the most devastating climate change impacts

How will we strategize and plan for climate actions?



Three tracks for CAP development



Working Groups and Consultant

- Develop a framework
- Collect and analyze data
- Prioritize and time actions



Municipal Engagement

- Provide updates
- Educate
- Gather feedback



Community Engagement

- Provide updates
- Educate
- Gather feedback

Pathways to reducing GHG emissions & building resilience



Energy

Reduce demand and provide reliable, affordable carbon-free electricity



Buildings

Improve energy efficiency, build and renovate sustainably, use renewable energy



Mobility

Facilitate walkability and carbon-free transit within Wellesley and for commuters



Waste

Reduce, reuse, recycle



Natural Resources

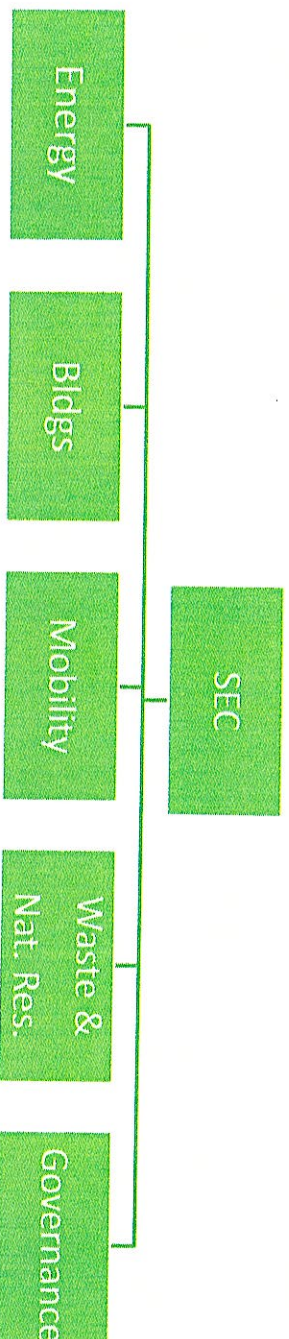
Expand carbon-absorbing tree canopy, preserve green spaces, conserve water



Governance

Make climate change central to town operations and policies

Working Groups



Working with municipal staff and boards and residential, college, commercial, youth and equity communities

Tasks

- Prioritize and time climate actions with consultant support
- Integrate community feedback

Output

- Strategic plan for each sector

Schedule

- May-July 2021 - 2 to 3 meetings (2 to 3 hours each)
- Nov-Dec 2021 - 1 meeting (2 to 3 hours)

Reducing our carbon footprint: **Energy**

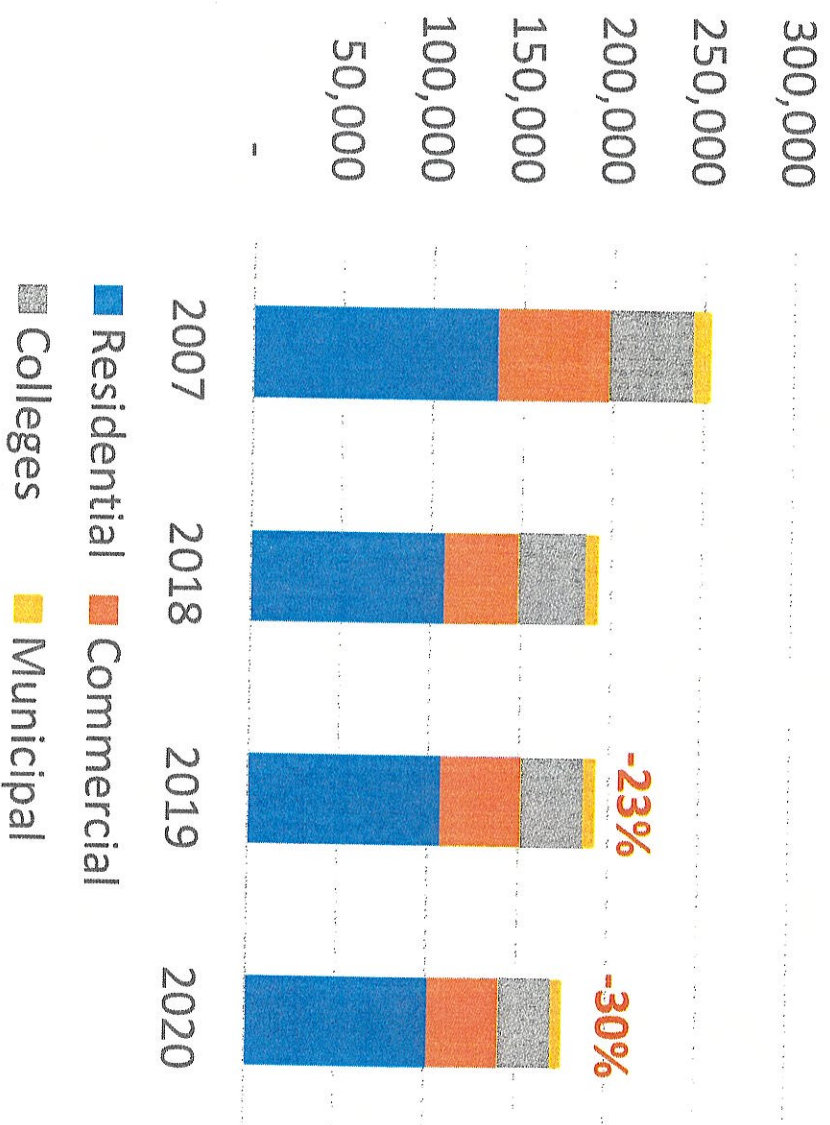


REDUCE CONSUMPTION AND ELECTRIFY

- Incentive programs
- Rate structure design
- Smart meters
- Peak shaving programs
- Transition off fossil fuel sources
- Turn off lights, adjust thermostats
- Electrify heating and appliances
- Run appliances & charge overnight
- Use electric vehicle transportation
- Community education

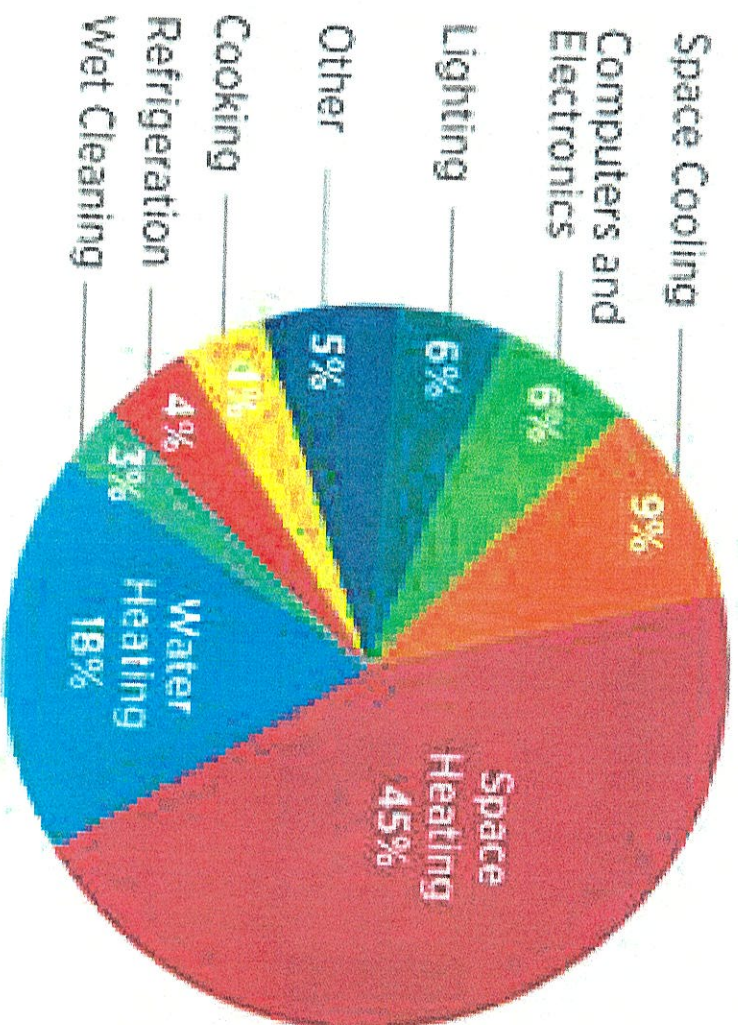
RENEWABLE ENERGY

- Shift MLP to reliable 100% carbon-free sources
- Support local solar generation
- Distributed energy storage
- Microgrids

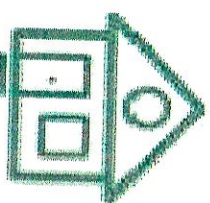


Greenhouse
Gas Emissions
from
Buildings
Metric tons of CO₂e

USA Home Energy Uses



Reducing our carbon footprint: Buildings



ALL BUILDINGS

Optimize building energy efficiency

- Education and incentive programs
- Air sealing & insulation programs
- Efficient equipment replacement
- Efficiency codes
- Building energy use disclosure and reporting

“Green” heating/cooling, hot water and appliances

- Air/ground source heat pumps for heating & cooling
- Air/ground source heat pumps for hot water heating
- Electric appliances: clothes dryers, induction cooktops

Power with renewable resources

Sustainable zoning

MUNICIPAL BUILDINGS

Wellesley leads by example

New buildings:

- Implement Municipal Sustainable Building Guidelines

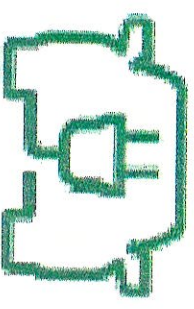
Existing buildings:

- Decrease energy use intensity and decarbonize
All buildings:
- Occupant behavior programs to support energy conservation
- Sustainable materials management
- Other sustainable practices

Municipal Sustainable Building Guidelines

- **LEEDv4 + Low Energy Use Intensity + NZE + NPV**
- Commitment at very earliest planning stages
 - RFQs seek sustainable building experts
- Sustainability peer review/commissioning
- Sustainable operator and user practices
- Augments process in *PBC Proponent User Manual*

Reducing our carbon footprint: **Mobility**

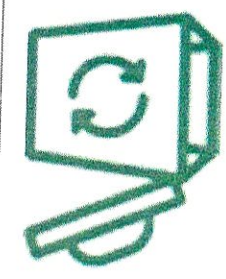


REDUCE FOSSIL FUEL TRANSPORTATION

- Reduce vehicle trips
- Improve bike and pedestrian paths & connections and use them
- Explore bylaws to support pedestrians & bikers
- Use carpools, micro-transit, “walking school buses”
- Reduce E-commerce delivery trips
- Implement Complete Streets

REDUCE VEHICLE EMISSIONS

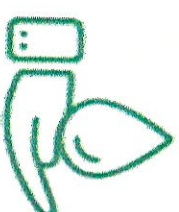
- Electrify vehicles
- Install EV charging stations
- Reduce idling
- Educate and build awareness



Reducing our carbon footprint: **Waste**

- Reduce, Reuse, Recycle
- Establish waste reduction goals
- Increase use of RDF
- Increase food waste diversion
- Reduce construction and demolition waste
- Educate and build awareness

Reducing our carbon footprint **Natural Resources**

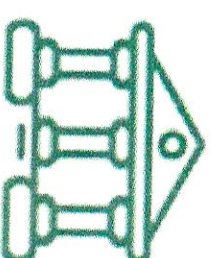


WATER

- Indoor and outdoor conservation
- Water conservation audits & rebates
- Minimize stormwater runoff
- Green infrastructure (bioswales and other)
- Energy efficient water treatment and delivery infrastructure
- Educate and build awareness

OPEN SPACE

- Address Wellesley's 256 gas leaks
- Electrify landscaping equipment
- Maintain and enhance tree canopy
- Encourage native plants and pollinators
- Improve municipal tree distribution program
- Educate community about tree benefits & sustainable landscaping
- Minimize heat islands



Reducing our carbon footprint

Governance

Allocate resources to implement the climate action plan

Make climate change central to decision-making, practices and programs

Promote diversity, equity and inclusion in climate action

Make Wellesley's government more agile & effective in responding to climate

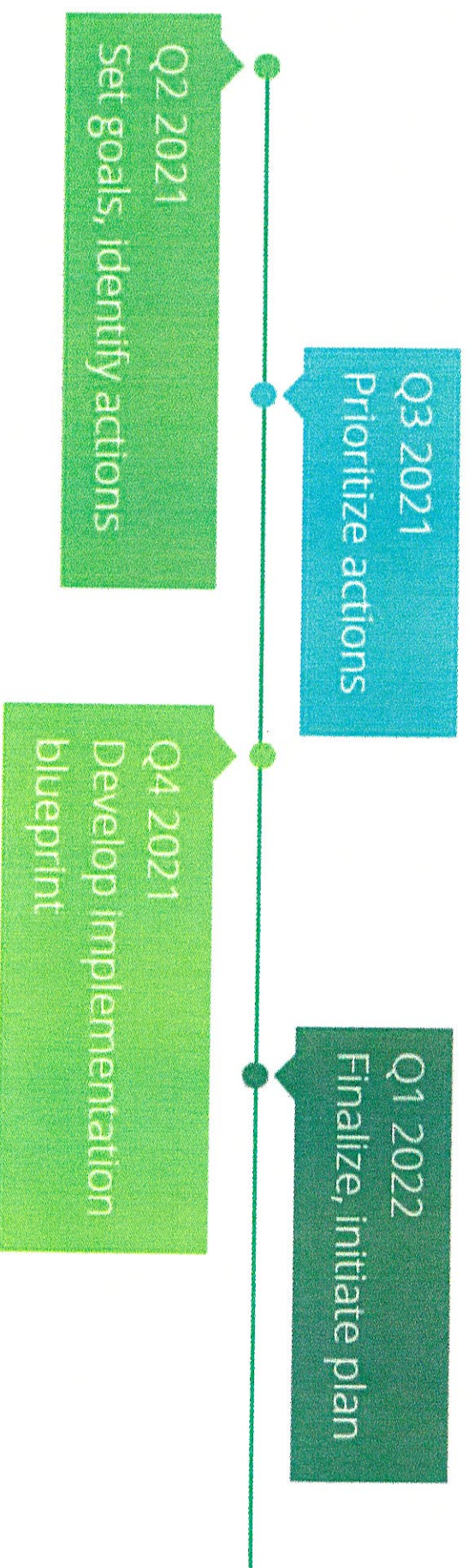
Revise bylaws to support sustainability & climate mitigation

Seek opportunities for regional collaboration on climate action

Support state and federal policies that advance climate action goals

Climate education in schools & community

CAP Timeline



Be Part of the Action

What can YOU do to help?

Questions & Comments

Thank you!

Marybeth Martello

SEC Director

mmartello@wellesley.ma.gov



Wellesley Housing Authority
Tenant Account Receivable
Vacancy Report
03/31/2021

Dev #	# Units	Property	Total Due	Current	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House Repayments	Court Repayments	Fraud Repayments	Move Ins	Move Outs	Vacancies	Payment Agreements
200-1	88	Barton Road	Active Tenants \$ 129,739.24 Vacated Tenants \$ - Total \$ 129,739.24	\$ 25,080.00 \$ - \$ 25,080.00	\$ 5,183.00 \$ - \$ 5,183.00	\$ - \$ - \$ -	\$ 30,147.23 \$ - \$ 30,147.23	\$ 596.00 \$ - \$ 596.00	\$ 26,858.72 \$ - \$ 26,858.72	\$ 6,269.66 \$ - \$ 6,269.66	\$ 35,604.63 \$ - \$ 35,604.63	0	0	6	12
667-1	36	Morton Circle	Active Tenants \$ 4,317.00 Vacated Tenants \$ 2,320.00 Total \$ 6,637.00	\$ 4,013.00 \$ - \$ 4,013.00	\$ (1.00) \$ - \$ (1.00)	\$ - \$ - \$ -	\$ (288.00) \$ 2,320.00 \$ 2,032.00	\$ - \$ - \$ -	\$ 593.00 \$ - \$ 593.00	\$ - \$ - \$ -	\$ - \$ - \$ -	0	0	9	1
667-2	40	Washington St	Active Tenants \$ 5,136.80 Vacated Tenants \$ - Total \$ 5,136.80	\$ 2,895.50 \$ - \$ 2,895.50	\$ 283.00 \$ - \$ 283.00	\$ (48.00) \$ - \$ (48.00)	\$ 1,999.80 \$ - \$ 1,999.80	\$ 6.50 \$ - \$ 6.50	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	0	1	8	0
667-3	26	River St	Active Tenants \$ 2,353.00 Vacated Tenants \$ 9,112.00 Total \$ 11,465.00	\$ 877.00 \$ 2,224.00 \$ 3,101.00	\$ 246.00 \$ 1,310.00 \$ 1,556.00	\$ - \$ - \$ -	\$ 1,230.00 \$ 5,578.00 \$ 6,808.00	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	0	1	7	0
667-3	31	Weston Rd	Active Tenants \$ 2,477.00 Vacated Tenants \$ 4,325.00 Total \$ 6,802.00	\$ 1,431.00 \$ - \$ 1,431.00	\$ 421.00 \$ - \$ 421.00	\$ (109.00) \$ - \$ (109.00)	\$ 734.00 \$ 4,325.00 \$ 5,059.00	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	\$ - \$ - \$ -	0	0	6	0
705-1	12	Waldo Ct	Active Tenants \$ 4,161.00 Vacated Tenants \$ - Total \$ 4,161.00	\$ 1,143.00 \$ - \$ 1,143.00	\$ 460.00 \$ - \$ 460.00	\$ (52.00) \$ - \$ (52.00)	\$ 1,741.00 \$ - \$ 1,741.00	\$ - \$ - \$ -	\$ 94.00 \$ - \$ 94.00	\$ - \$ - \$ -	\$ - \$ - \$ -	0	0	3	1
Total			\$ 163,941.04	\$ 37,663.50	\$ 7,902.00	\$ (209.00)	\$ 47,787.03	\$ 602.50	\$ 27,545.72	\$ 6,269.66	\$ 35,604.63	0	2	39	14
Dec-20			\$ 138,169.14	\$ 22,682.02	\$ 9,484.51	\$ 6,487.00	\$ 32,680.50	\$ 2,605.54	\$ 15,871.20	\$ 6,369.66	\$ 40,053.71	0	0	38	14
Jan-21			\$ 145,142.13	\$ 22,697.37	\$ 12,184.21	\$ 8,291.00	\$ 38,131.80	\$ 1,100.54	\$ 16,896.20	\$ 5,169.66	\$ 39,896.35	1	1	39	15
Feb-21			\$ 168,809.59	\$ 29,406.35	\$ 13,992.00	\$ 8,684.24	\$ 41,061.09	\$ 641.54	\$ 29,390.72	\$ 5,119.66	\$ 39,738.99	2	0	37	16
Mar-21			\$ 163,941.04	\$ 37,663.50	\$ 7,902.00	\$ (209.00)	\$ 47,787.03	\$ 602.50	\$ 27,545.72	\$ 6,269.66	\$ 35,604.63	0	2	39	14

In House: \$13,336.20 from the 200 devp. is in pending of legal determination.

**Wellesley Housing Authority
Executive Director Report
April 29, 2021 Board Meeting**

Senior/Disabled Sites (667's)

- The WHA maintenance team has been actively beautifying all of the developments. Particular attention is being given to Morton Circle and Washington Street. Shrubs and bushes are being removed around the community hall and residential buildings. New flower beds are being developed and mulched.
- Pre-Construction Kick-off meeting for Washington Street Window Replacement (505-513 Washington Street) happened on April 12, 2021. Harvey windows increased price by 27% (\$10,000), so architect found new window from National Vinyl, which is less than Harveys new price (8% above original quote from Harvey, \$3,000). Will show sample of window at Washington Street Quarterly Meeting on May 6, 2021 at 10:00 am.
- At Washington Street Quarterly Meeting, on May 6, 2021, we will discuss the spring cleanup for their developments, and will announce when and how many dumpsters will be available.
- We are exploring the possibility of raised garden beds at Washington St and Morton Circle
- Planning to paint/ré-line the parking spaces at River Street in May (April did not work out with contractor as painting is weather permitting)

Barton Rd (200-1)

- The painting sub-contractor has started. 2 buildings have been completed, and the painter is hoping to do 2 building per week. The plan will be to paint the odd side, followed by the even side. (weather permitting)
- The Front Office COVID has completed. The walkthrough with the architect and RCAT happened on April 15th. Punch list has been created and payment will be made once punch list is completed.

Linden Street (705-1)

- Parking lot will be repainted and relined. With Full occupancy, flyer will be send to residents explaining the need to park in their assigned spot.

Progress on Board Goals

- Communication Skills
 - Constant contact has been established with interested residents
 - Senior Newsletter established and continuing
 - Weekly Staff meetings continue; in person 2 weeks after 2nd dose of vaccine
 - Meeting with Chairwoman weekly to discuss updates for WHA Board
 - Established quarterly Meeting schedule and discussed with staff and attendance requirements
 - Established Administrative Team meetings based on need with input from Team Members
 - Reviewed Rent Collection policy with Finance Director and Attorney, will be rolling policy to sub-committee
- Organizational Foundation
 - Working with Marc Wey on creating performance evaluation tool for staff
 - Reviewed on April 26, 2021
 - All PMR Submissions are on time
 - Reviewing all Job Descriptions
 - WHA Staff Organizational Chart updated
 - Increased staff training opportunities (CHAMP, tenant selection, Maintenance understanding of lease, MCPPO, Financial Management)
 - Leasing 50 Linden Street to full occupancy – Leases began on April 1, 2021
- WHA Policies and Procedures

**Wellesley Housing Authority
Executive Director Report
April 29, 2021 Board Meeting**

- Created goals with Marc Wey on identifying policies to review and how to schedule appropriate time for policies.
- Board Meeting Efficiency
 - Begun list of trainings requested/needed for Board regarding housing programs
 - CHAMP Orientation on 2/19/2021
 - Calendar proposed regarding DHCD requirements. Reviewing with DHCD regional attorney before distribution to WHA Board
 - Established email addressed for all WHA commissioners

Goals for Next Month

- Rent collection Policy and Procedure.
 - Bring to sub-committee and finalize day to day procedure
- Begin filling vacancies at Senior/Disabled sites (667's)
- Begin to have staff meetings in person to improve on efficiency and effectiveness
- Outline Board training expectations and WHA housing programs specifics
- Host meeting with Barton Road to discuss outdoor policy and spring cleanup
 - Would like "buy-in" from residents. Create process that is fair and repeatable.

Available Trainings:

Employees

Avoiding the headaches of Common Lease Violations – Tuesday May 18, 2021 (Mass NAHRO)

Public Records Law – Thursday May 27, 2021 (Mass NAHRO)

Reasonable Accommodations – June 24, 2021 (Manette Donovan, Esq.)

MPHA Trainings

Personnel Management – Friday May 7, 2021 (Mass NAHRO)

Legal Elements – Friday June 11, 2021 (Mass NAHRO)

Board Member Certifications through MassNAHRO

Ethics – Saturday May 8, 2021 9:00 AM-12:00 PM

Professional Relationships – Saturday June 12, 2021 9:00 AM – 12:00 PM

Training for BOTH Employees and Board Members

Financial Management – June 3, 2021 9:00 AM- 12:00 PM

This webinar is geared to Executive Directors, staff and board members. It will cover aspects of financial management including: Sample Budgets, Contract Costs, Deciphering between line items, How your budget affects your AUP and PMR, Budget Exemptions, Allowable Expenses, and Budget Process.