

Town of Weston
Minutes for Elderly Housing Committee
February 5, 2019
Brook School Apartments
44 School Street, Building C
Weston, MA 02493

EHC Members: Tom Timko - Chair, Melissa Brokalakis, Tack Chace, John Hennessey and Carol Ott

Tenants/Public: Rachel and Paul Bau (future) C30; Judy Foote C51; Judith Harding C50; Frank Hillery C35: Art Shores C36; Shirley Small-Rougeau C48; Cynthia Howe, Barkan Management

Town of Weston: Monyette Vickers, BSA Manager; Karin Ott, BSA Housing Certification Specialist; Ireta Metchik, Weston COA Social Worker

Meeting called to order at 7:49 AM

Bills were signed.

The minutes from the January 8th meeting were accepted.

The Board welcomed the new Manager, Monyette Vickers.

Brook School Apartments Update – Monyette Vickers & Karin Ott

Monyette is getting to know the property and settling in. She is working with Barkan to bring her up-to-date on projects and to fill vacancies. Monyette is looking to having more social events for tenants.

Karin continued with the BSA campus update. Monyette will be reporting in the future. Any Board members or tenants who have questions or issues should go directly to Monyette.

All vacancies will be filled by February 8th, with the exception of one that came up February 1st. Monyette will work with Barkan to fill the vacancy off the waitlist. She does not anticipate any difficulty finding a tenant. At present there are 21 people on the market-rate waitlist and 107 on the subsidized waitlist. It has been a busy couple of months. Eleven units turned over since August, BSA averages three - five units turning over in a year.

On January 9th, Buildings A, B and C and 5 individual apartments had a HUD Real Estate Assessment Center (REAC) inspection. No major violations were found. We are awaiting our score. There will be a Management and Occupancy Review Specialist (MORS) audit on March 7th. A HUD/Mass Housing auditor will come to review the subsidized lease recertifications as well as managerial operations and procedures.

The failing computer component of the Building D ventilation system has been replaced and the system is operational. Residents in Building D should see improved ventilation.

Looking ahead; Monyette and Ed will work with Gary Jarobski at facilities to get estimates on replacing the landing at the Building A mailbox entrance. They will also work with the different town departments on the repair of the Building C sprinkler water feed line that comes in from the street. Barkan is looking into upgrading our Boston Post software system at a cost of approximately \$400. The upgrade will streamline our records and help to keep an accurate account of rent payments. At the next meeting the Board should discuss if and when there should be an Open House.

Housing Trust Update – Tom Timko

There are no major updates at this time. The town is moving forward with a plan to develop zero Wellesley St with 4-6 affordable units to be built there.

The Boston Properties project looks like it will include senior housing. It is unclear how many will be “affordable”.

Building A: Use of Weston Media Space and Common Spaces – Tom Timko

The Board reviewed and approved the Statement of Work for BSA Survey of Common/General Use and Storage Spaces, which will be used to hire a consultant. Tom will see that this is added to the Permanent Building Committee’s agenda. The consulting firm will meet with Monyette and possibly some tenants to get some input on how common areas are used and what their interests are. Once the survey and report is complete the Board will decide what to do with the BSA common spaces and the current Weston Media space. The Board has prioritized equitable tenant storage for each apartment.

Including Building D on the Weston Housing Inventory – Tack Chace

Tack reviewed the steps to achieve the EHC's goal of getting the Department of Housing and Community Development (DHCD) to include the Building D units on Weston's Subsidized Housing Inventory (SHI). The Board voted unanimously "to have Liz Valenta pursue the proposed reclassification of six subsidized units that will not have a Weston preference added to Weston's SHI." We hope that when the DHCD approves these six, 25% if Building D units, that should fulfill the requirements to eventually get all the Building D units included on Weston's SHI.

Review and Discussion Rent Levels –

BSA units have one of two rent structures: one for subsidized units and one for market-rate units. The subsidized rents have two parts: the part paid by HUD (Buildings A, B, and C) or by Weston's CPA (Building D) and the part paid by the tenant. The portion paid by the tenant is determined at their lease renewal by the HUD mandated annual review of their adjusted income. BSA needs to review the HUD contract to see the timing and amount of rent increases HUD pays the BSA. These have not been reviewed since 2017. The CPA subsidized units have been handled in the same manner as HUD subsidized units. Increases in the rents paid by HUD and the CPA do not have any impact on the rents paid by the tenants.

A subcommittee of Melissa, John, Monyette, and Cynthia will review the CPA and market-rate leases to develop those rent structures and a plan to implement them.

Monyette is working on updating the utility allowances for HUD and CPA leases.

Barkan Contract – Cynthia Howe

Cynthia reviewed the projects that Barkan is working on including: updating the Boston Post software to bring all accounts receivable to one report, examining lease renewal schedule for market-rate apartments, marketing for market-rate apartments, updating waitlists and the general tenant handbook and the tenant selection plan, and scheduling Warren Ave inspections. The Barkan contract ends on February 28th. The Board voted unanimously to continue the Barkan contract as needed, which will be reviewed at each EHC Board meeting.

Public Comment –

Ireta wanted to let everyone know that she is here every Tuesday. She informed us that the BSA now has its own Food Pantry cabinet, located in the Palmer Room. Sunrise of Weston will be the initial sponsor to stock the cabinet. Ireta said that she is happy to take money or food donations for the restocking. Ireta will work with Monyette on a procedure for the pantry. Tenants should contact Ireta for use of the pantry. All use will be discreet. Melissa will look into how the Greater Boston Food Bank could be used and contact Ireta.

Shirley Smalls-Rougeau asked to receive a copy of the apartment's inspection. She suggested that all residents should receive theirs in the future.

Paul Bau inquired about the wait time for additional storage. Once the Common and General Use Study is completed and decisions are made the Board will have a timeline.

Other Business –

Melissa and John think that all contracts for snow plowing, landscaping, painting, etc. should be reviewed. The contracts will be looked at by Monyette, but it was pointed out that the Town pays prevailing wages, which is higher than what a homeowner would pay.

Electronic Information – Melissa enjoys the BSA Babbling Brook newsletter, which is delivered to each BSA apartment bimonthly. She asked about offering the newsletter as an email or putting it online to help raise awareness of BSA. Karin explained that the newsletter contains birthdays, tenant procedure reminders and other information that is not for public distribution. Karin made three suggestions to provide updated information: updating the Town website for BSA, providing a quarterly newsletter for families, and getting smartboards or digital bulletin boards to replace the main corkboards by each building's mailboxes.

The next meeting will be Tuesday, March 5th @ 7:45am.

The Meeting was adjourned @ 9:32am.