



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Online Remote Meeting Agenda
Thursday, March 23, 2023- 9:15 AM

<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. February 23, 2023 [Resolution #2023-17](#)
4. Financial Reports
 - a. Approval of March Bill Payments/Warrant [Resolution #2023-18](#)
 - b. Monthly Financial Statements
 - i. January 2023 [Received and Place on file \(no approval needed\)](#)
 - ii. February 2023 [Received and Place on file \(no approval needed\)](#)
5. TAR Report by Development (Tenant Accounts Receivable)
6. Executive Director Report [Received and Place on file \(no approval needed\)](#)
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
9. Resident Community Meeting Update
10. Old Business
 - a. **Discussion:** DEI Vote [Resolution #2023-12](#)
 - b. **Discussion:** ED Evaluation and Goals [Resolution #2023-19](#)
 - c. **Discussion:** Board Training
 - d. **Discussion:** Board e-mail - who maintains
 - e. **Discussion:** Vacancy penalty from DHCD
11. New Business
12. Other Business – Consideration of any matter not known about, or which could not have been reasonably foreseen within 48 hours if this meeting.
13. Adjournment

REMOTE MEETING PROTOCOL

The online meeting will also be streaming live on above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call into 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally.



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • jsullivan@wellesleyhousing.org • Wellesley-Housing.org



Wellesley Housing Authority Board Meeting Online Remote Meeting Minutes Thursday, March 23, 2023– 9:15 AM

1. Roll Call

The meeting was called to order at 9:15 with the following Commissioners present:

Odessa Sanchez, Chair

Janice Coduri, Commissioner

Maura Renzella, Commissioner

Lisa Heyison, Commissioner

Renee Spencer, Commissioner

Also Present: Jacqueline Sullivan, Executive Director, and Ann-Mara Lanza, Select Board Liaison.

2. Citizen Speak – none

3. Approval of Minutes

a. February 23, 2023 Resolution #2023-17

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison to accept the minutes of the Meeting on February 23rd, 2023, the resolution was approved by a roll call vote as follows:

Commissioner Coduri- yes, Commissioner Renzella - yes, Commissioner Heyison-yes, Commissioner Spencer-present, Commissioner Sanchez- yes

4. Financial Reports

a. Approval of March Bill Payments/ Warrant Statements, Resolution #2023-18

Commissioner Renzella asked for clarification on locksmith charges and E.D. Sullivan provided an explanation on move outs/ transition re-key fees.

Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Coduri, the resolution was approved by a roll call vote as follows:

Commissioner Sanchez- yes

Commissioner Coduri - yes

Commissioner Renzella - yes

Commissioner Spencer- yes

Commissioner Heyison-yes

b. Monthly Financial Statements

i. January 2023 Received and placed on file(no approval needed)

ii. February 2023 Received and placed on file (no approval needed)

5. TAR Report by Development(Tenant Accounts Receivable)

6. Executive Director Report- received and placed on file

7. Chairperson Report

8. Committee Reports

a. Redevelopment Committee



i. Discussion: Commissioner Sanchez will continue to follow up on Cambridge Housing leads for information regarding redevelopment. Commissioner Coduri offered to contact a Newton Housing Authority to get redevelopment information source.

9. Resident Community Meeting Update

Informal listening sessions between tenants and commissioners have begun and notices/ schedules are being distributed to the various sites. Minutes from the meetings will be discussed at April Board meeting. E.D. Sullivan explained that all residents should call the office directly to address any pressing issues, (not exclusive to maintenance) or concerns.

Commissioner Maura Renzella had to leave meeting due to a another commitment. The meeting continued with the remaining 4 commissioners.

10. Old Business (not in order)

a. Executive Directors Evaluation Resolution #2023-19

Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Heyison- yes, Commissioner Coduri- yes, Commissioner Spencer – yes, Commissioner Sanchez- yes

b. Executive Director Goals Resolution #2023-22

Commissioner Sanchez suggested including improving distribution of tenant notices, expanding languages, financial education, and improving tenant communications. E.D. Sullivan was positive about including those added items, and has already reached out to Cambridge Trust to start resident financial workshop.

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by a roll call vote as follows:

Commissioner Spencer-yes, Commissioner Heyison- yes, Commissioner Coduri-yes, Commissioner Sanchez-yes

c. Discussion DEI Vote Resolution #2023-12

Board agreed to sign letter of support that specified WHA Board is in support of the DEI Resolution side of Article 17, and acknowledged we are committed to collaborating with the town of Wellesley in their DEI efforts.

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by a roll call vote as follows:

Commissioner Coduri – yes
Commissioner Spencer -yes
Commissioner Heyison - yes
Commissioner Sanchez – yes

d. Discussion : Board Training e. Discussion: Board E-mail-who will maintain? From now on, E.D. Sullivan will maintain the Board E-mail and forward any appropriate emails to board as mentioned. f. Vacancy Penalty from DHCD discussed and explained.

11. Other Business



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a. Town Meeting Update. Commissioner Coduri and Select Board Liaison break down their presentation for Town Meeting to introduce Article 30 (a request for housing improvement funds). All are welcome to support.

b. Commissioner Spencer and others thanked Janice Coduri for her 2 years in the role of Chair, and her work was praised. Commissioner Heyison welcomed Commissioner Sanchez to the Chair position.

12. Adjournment

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Spencer, the meeting was adjourned at 11 AM with the following roll call vote:

Commissioner Coduri - yes
Commissioner Heyison – yes
Commissioner Spencer- yes
Commissioner Sanchez - yes

ACTION ITEMS:

MEETING OF MARCH 24, 2022

- Touch base with Planning Board on visioning study – Commissioner Renzella

MEETING OF APRIL 28, 2022

- Write letter to DHCD on CHAMP – Commissioner Coduri – **on hold until Feb 2023**

MEETING OF NOVEMBER 16, 2022

- Write first draft of room use policy – Commissioner Sanchez

MEETING OF JANUARY 5, 2023

- Set up meeting with Cambridge Housing authority – Commissioner Sanchez

MEETING OF JANUARY 26, 2023

- Meet with Animal control officer before creation of Pet Policy
- Review of older policies created but never voted – Commissioner Coduri
- Attachment of minutes to existing policies – Commissioner Coduri

OTHER

- Energy audits – Commissioner Renzella – in process



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481
Executive Director Report – Jacqueline E. Sullivan
March 23, 2023

Maintenance

- Completed a vacancy turnover at Linden Street and Weston Road
- Addressed two cracked cast iron pipes
 - Morton and Washington Street
- Alarm Testing (all developments)
- Started using PHA Web for work orders
- Installed a new style tub at Barton Road vacant unit
- Painted Weston Road hallway and community room
- Trucks were serviced and inspected
- Met with Eagle Scouts for a potential Barton Road gardening project

Staff Updates- Training, etc.

- V. Veira set up interviews for 15+ applicants for the vacant receptionist position
- V. Veira, B. Drainville and Director Sullivan attending PHA-Web training on purchase orders
- V. Veira and Director Sullivan attending PHA-Web training on accounting
- V. Veira and Director Sullivan attending MRVP Training sessions

CHAMP/Vacancies

- H. Pimenta is currently working with 34, 667 applicants on the second phase of verifying qualifications
 - 1BR Elderly- Stairs
 - 1BR Elderly- No stairs
- **37 Vacant Units as of 3/20/2023**
 - 200-1 (Barton Road): 7 vacant units
 - 667-1 (Morton Circle): 8 vacant units
 - 667-2 (Washington Street): 8 vacant units
 - 667-3R (River Street): 7 vacant units
 - 667-3R (Weston Road): 6 vacant units
 - 705-1 (Linden Street): 1 vacant unit

Other

- Submitted a CIP Revision for the Master Meter Project
- Fire at Weston Road due to smoking- no damage of unit or residents

Upcoming Training/Events

- MassNAHRO Spring conference will be held in person from April 2-4 at Westin Waltham
- Board Member Certification Program (MassNAHRO).
 - Registration Fee: \$149/course. First-time attendees receive one (1) FREE class
 - 9:00 AM – 12:00 PM -- Webinar
 - Finance- April 8, 2023
 - Personnel- June 3, 2023
 - Ethics- August 5, 2023
 - Legal Issues- October 14, 2023