



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

REVISED

Board Meeting Agenda

Thursday, May 25, 2023- 9:00 AM

Wellesley Police Department- Kingsbury Room

485 Washington Street, Wellesley, MA 02482

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

View on TV on Comcast 8/Verizon 40

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. April 27, 2023 [Resolution #2023-30](#)
4. Financial Reports
 - a. Approval of April Bill Payments/Warrant [Resolution #2023-31](#)
 - b. Monthly Financial Statements
 - i. March 2023 [Received and Place on file \(no approval needed\)](#)
 - ii. April 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
 - b. Sustainability
9. Resident Community Meeting Update
 - a. [Discussion](#): Linden Street
10. Old Business
 - a. Rent Collection Policy Second Read [Resolution #2023-06](#)
11. New Business
 - a. Approval of Fiscal Year 2023 4001 Operating Budget for State Aided public housing for Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2023
[Resolution #2023-32](#)
 - b. Approval of FY2023 proposed Operating Budget for State Aided public housing for Wellesley Housing Authority, Program No. MRVP for the fiscal year ending 12/31/2023
[Resolution #2023-33](#)
 - c. Approval of the salary calculation fee for the Executive Director position [Resolution #2023-34](#)
 - d. [Discussion](#): Meeting in Person feedback
 - e. [Discussion](#): FY 2022 PMR
 - f. Approval of the Executive Director to sign contract with Equifax Verification Services for Social Services [Resolution #2023-35](#)
 - g. Approval of Design Contract for DHCD Project #324106 [Resolution #2023-36](#)
 - h. Approval of the Executive Director to sign all Design Contracts moving forward
[Resolution #2023-37](#)
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



Wellesley Housing Authority

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Wellesley Housing Authority Board Meeting Minutes Thursday, May 25, 2023- 9:00am Wellesley Police Department- Kingsbury Room

1. Roll Call

The meeting was called to order at 9:04 with the following Commissioners present:

Odessa Sanchez, Chair

Janice Coduri, Commissioner

Maura Renzella, Commissioner, Vice Chair

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. April 27th, 2023 Minutes Resolution #2023-30

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer to approve the minutes of the Meeting held on April 27th, 2023.

1. Discussed minor edits to indicate Commissioner Coduri did not have involvement in hiring disclosure guidelines. 2. a payment for leaking pipes was made to -Restore 24. 3. Missing vote corrections/ minor typos.

The resolution was approved by a vote as follows:

All in favor : All indicated orally- Aye

All opposed: None indicated

4. Financial Reports

- a. Approval of May Bill Payments/Warrant Statements, Resolution #2023-31 Amount: \$98,160.041

Discussed the significant plumbing costs for May. E.D. Sullivan expanded the reasons for costs. Most expenses are due to pipe repairs as noted.

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

All in favor: All indicated orally, Aye

None opposed

- b. Monthly Financial Statements



i. March 2023 and April 2023

April – on point with projected spending.

Net Income before routine expenses, still on point where we should be.

The reserve was stated to be at 29.09%

Awaiting reimbursements due .

Waiting for Executive Office of Housing and Livable Communities (EOHLC) Financing. EOHLC was formally DC.HD.

5 T.A.R. Report

No questions

6. Executive Director Report- received and placed on file. Jacqueline Sullivan- E.D. gave board a breakdown of ED report. Noted in report-

- Work orders. Breakdown and monthly update will be included in future reports.
- Outdoor policy roll out. 23 Tickets have began to be issued.

Grass cutting schedule discussed. Maintenance does all the lawn care for the housing sites.
Garden beds request and assignments.

7. Chairperson Report

Commissioner Sanchez extended a mention for all Veterans and Families, and recent Graduates who are celebrating Memorial Day and school graduations recognitions.

8. Committee Reports

a. Redevelopment Committee

i. Update: Commissioner Renzella and Commissioner Coduri met with Cambridge Housing contact Margaret Moran who gave them redevelopment information.

Margaret has history with Wellesley and did a Barton Rd study before.

Commissioner Renzella states she has watched the Housing Development Corp meetings and asked board for permission to reach out to the Wellesley Housing Development Corporation for identifying ways our goals compare to get on the same page with our boards.

b. Sustainable Committee

Commissioner Heyison states that a meeting with the Wellesley Climate Action Committee is pending a scheduled date.



9. Resident Community Meeting Update

Meeting scheduled for the Waldo Court location was not well attended as not one resident showed. The decision was made to list this location as not favorable for resident meetings due to space constraints. Discussed having feedback from residents in meeting locations and times that are mutually convenient.

10. Old Business – Approval of Rent Collection Policy.

Resolution # 2023- 06

Motion duly made by Commissioner Renzella and seconded by Commissioner Spencer.

Discussion to correct minor typos. Motion to approve with edits in place.

All in favor: Orally indicated by all, Aye

None opposed

11. New Business

a. Resolution #2023-32

Approval of the proposed Operating Budget for State Aided Housing of Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2023 showing total revenue of \$1,896,175 and Total Expenses of \$1,931,878 thereby requesting a subsidy of \$808,115, and further that the Executive Director's total annual salary of \$101,087 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval.

Revoting because of an increase in the amount of subsidy.

Motion duly made by Commissioner Renzella and seconded by Commissioner Heyison

Approved by roll call vote

Commissioner Coduri- yes

Commissioner Spencer- yes

Commissioner Heyison- yes

Commissioner Renzella- yes

Commissioner Sanchez – yes

b. Resolution #2023-33

Approval of FY2023 proposed Operating Budget for State Aided housing for Wellesley Housing Authority, Program MRVP for fiscal year ending 12/31/2023 showing total revenue of \$9,960 and Total Expenses of \$9,960 thereby requesting a subsidy of \$ -0-, and further that the Executive Director's total annual salary of \$101,087 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval.

Duly made motion by Commissioner Renzella and seconded by Commissioner Spencer.

Approved by a roll call vote

Commissioner Coduri- yes



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Commissioner Spencer- yes

Commissioner Heyison- yes

Commissioner Renzella- yes

Commissioner Sanchez – yes

c. Resolution #2023-34

Approval of FY2023 Executive Director Salary Calculation Worksheet in the amount of \$101,087

Motion duly made by Commissioner Renzella and seconded by Commissioner Heyison.

Approved by a roll call vote as follows:

Commissioner Coduri- yes

Commissioner Spencer- yes

Commissioner Heyison- yes

Commissioner Renzella- yes

Commissioner Sanchez – yes

d. Discussion on In -person meeting feedback.

Board is happy with transition to in- person meetings.

Things to consider: familiarity with using microphones. Name tags for the desk top.

e. Performance Management Review Results for 2022

Discussion on where we are as a Housing Authority .

E.D. gave a breakdown on the criteria for what the state looks for in a PMR. Favorable results on our review. E.D. walked us through the report.

Commissioner Spencer gave kudos to the maintenance crew for their work.

f. Approval of the Executive Director to sign contract with Equifax Verification Services for Social Services Resolution # 2023-35

Motion duly made by Commissioner Renzella and seconded by Commissioner Spencer.

All in favor: All indicated orally Aye

None opposed.

g. Approval of Design Contract for DHCD Project # 324106 Resolution # 2023-36

Motion duly made by Commissioner Renzella and seconded by Commissioner Heyison

Siding project of the utility Sheds

All in favor: All indicated orally Aye



None opposed.

h. Approval of the Executive Director to sign all Design Contracts moving forward Resolution # 2023-37

Motion duly made by Commissioner Renzella and seconded by Commissioner Spencer

Commissioner Renzella asked if all contracts can be added to E.D.reports.

All in favor: All indicated orally Aye

None opposed.

12. Other Business:

Select Board Liaison Ann-Mara Lanza brought up that the NRC is doing a Field Study- a Community Survey that includes Ouellet Field. Residents are encouraged to participate in the survey and the upcoming hearing in June.

13. Adjournment

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the meeting was adjourned at 10: 00 AM with the following roll call vote:

All in favor: All indicated orally Aye

None opposed

ACTION ITEMS:

MEETING OF MARCH 24, 2022

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

MEETING OF NOVEMBER 16, 2022

- Write first draft of room use policy – Commissioner Sanchez- Draft was completed and sent to E.D.Feb 28, 2023

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

OTHER

- Energy audits – Commissioner Renzella – in process



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Executive Director Report – Jacqueline E. Sullivan May 25, 2023

Maintenance Update

- Completed River Street and Weston Road annual inspections.
- Completed all inspection work orders at Morton Circle and Washington Street
- Had a successful PMR Visit with DHCD
- Installed a reasonable accommodation shower stall.
- Keene Fire and Safety Inspection at all developments for fire extinguishers
- Travelers Insurance inspected all boilers at all developments.
- Began the first lawn work of the season for all developments for the grass areas.
- Started labeling the Community Garden boxes at Washington Street
- Replaced more cast iron failing pipe at Washington Street

Staff Updates- Training, etc.

- V. Veira and Director Sullivan attended the SMEDA presentation by DHCD on the PMR and Capital Project requirements.
- The two open positions have been filled and new employees have started and are being trained.
- Have a volunteer helping, with filing, data entry, etc. twice a week.

CHAMP/Vacancies Update

- By the end of May, we are expecting to house a total of 16 applicants.
- 22 Vacant Units as of 5/22/2023
- Housed 10, 667 residents.
 - Signing leases with at least three families (2BR)
 - Signing leases with at least two 667's
- Four 667 RA transfers accepted.

Policy Update

- Barton Road Community Room- with Attorney for review
- Personnel- with Attorney for review
- Pet Policy- Received from Attorney with edits.
 - Next step is working with Animal Control Officer before bringing it to the board.

Other

- B. Drainville met with the DHCD Engineers to get a better scope of the gas stove Electrification Plan at Morton Circle & Washington Street.
- B. Drainville met with the DHCD Engineers to look at the scope of work for Morton Circle kitchen upgrades.
- Maintenance assisted with a handful of move-ins by showing the units and answering any maintenance related questions.

Upcoming Training/Events

- Board Member Certification Program (MassNAHRO)
 - Registration Fee: \$149/course. First-time attendees receive one (1) FREE class
 - Personnel- June 3rd, 2023
 - Ethics- August 5th, 2023
 - Legal Issues- October 14th, 2023

