



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Board Meeting Agenda
Thursday, April 27, 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. March 23, 2023 [Resolution #2023-23](#)
4. Financial Reports
 - a. Approval of April Bill Payments/Warrant [Resolution #2023-24](#)
 - b. Monthly Financial Statements
 - i. March 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:](#) Barton Road
 - b. [Discussion:](#) River Street
 - c. [Discussion:](#) Washington Street
10. Old Business
11. New Business
 - a. [Discussion:](#) Hiring Disclosure
 - b. To authorize Executive Director and Chair to sign Wage Match Acknowledgement Certification form PHN2023-03 Attachment A [Resolution #2023-25](#)
 - c. Approval of State Rental Assistance Program (MRVP) Contract for FY '24 through FY '28 [Resolution #2023-26](#)
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, April 27, 2023- 9:00am Wellesley Police Department- Kingsbury Room

1. Roll Call

The meeting was called to order at 9:01 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, Vivana Veira, Finance Dir. and Ann-Mara Lanza, Select Board Liaison.

2. Citizen Speak – none

3. Approval of Minutes

- a. March 23, 2023 Resolution #2023-23

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison to accept the minutes of the Meeting held on March 23rd, 2023.

Discussed minor edits to indicate Commissioner Renzella departed meeting before Old Business, and a vote recorded for Commissioner Heyison.

The resolution was approved by a roll call vote as follows:

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

4. Financial Reports

- a. Approval of April Bill Payments/Warrant Statements, Resolution #2023-24

2 new items noted:

- Payment to 24 Restore [Repair of leaking pipe at Washington St.]

-Payment to Morgan Brown and Joy.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison , 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. March 2023

(NOT INCLUDED IN BOARD PACKET) as noted, board will receive these statements in May, as WHA is still catching up to updating the system using new PHA – Web for financials.

5. TAR Report by Development (Tenant Accounts Receivable)

No questions were raised.

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

- Added a Policy Update Section
 - Reminder Board Member Training May 8th at Barton Rd Community Room.
 - Wellesley Town Meeting approved all 40R Funding requested.
 - Wait List Summary, CHAMP update is seen as an improvement to process. (offers to be made)
- By the end of the year, DCHD should be partnering with a 3rd party who will handle all priority, preferences, and the appeal process, removing the Housing Authority from having a say on emergency lists.
- 6 current projects that have been funded, will move forward. House Doctors (Rep.from DCHD) will aid WHA in overseeing the work completed.
 - Jacqueline Sullivan was asked about her experience attending a recent Spring Conference that presented information on CHAMP and Maintenance and Management of Maintenance teams. Her biggest take away was enjoying networking opportunities to speak to other E.D.s of other towns and learning how the RAFT program challenges other housing authorities as well.

7. Chairperson Report

Commissioner Sanchez divulged that she was appointed as chair at the last meeting, and is still becoming accustomed to the process of receiving input from the community and distribution of the comments to the board and the Housing Authority. Sanchez states she is glad to be representing diversity in Wellesley by serving as a chair on WHA Board of Commissioners. Sanchez is looking forward to sharing her unique experience and viewpoints with the community at large.

8. Committee Reports

a. Redevelopment Committee

i. Update: Commissioner Renzella contacted Margaret Moran of Cambridge Housing Authority for consultation on redevelopment procedures. Discussion of options for meeting with Moran; zoom or in- person. Moving forward: Does the board want to bring together a Redevelopment Committee that includes community members? Does the board want to solicit expertise from community members in this field? Commissioner Renzella asked for help from other board members to move forward on redevelopment efforts. Commissioner Coduri volunteered to join the Redevelopment Committee. Commissioner Sanchez stated she was originally on the board's Redevelopment Committee with Renzella, but welcomes Commissioner Coduri to assist Renzella with the initial planning meeting with Cambridge Housing contact Margaret Moran.



b. Sustainable Committee

Commissioner Sanchez mentioned that she has been meeting with Wellesley Sustainable leaders in the community for informational purposes to hear from them on sustainable solutions and practices that Wellesley Housing may be eligible for or able to support or participate with. Realistically, often the sustainable solutions that are shared are not allowed or accessible to Wellesley Housing Authority, despite the authority's willingness to consider any sustainable ideas offered.

Commissioner Lisa Heyison volunteered to join Sanchez. Sanchez accepted Commissioner Heyison's offer and will update Heyison at some point to the next steps. Sanchez plans to have the board's Sustainable Committee continue to work to find/ promote sustainable opportunities that the Housing Authority can participate in through the board's policy making or development.

9. Resident Community Meeting Update

Informal listening sessions between tenants and commissioners have continued and notices/ schedules are being distributed to the various sites. Notes from the meetings were discussed. Discussed board procedures and priorities for the Resident/ Commissioner meetings moving forward. Board reiterated that all residents should call the office directly to address any pressing issues, (not exclusive to maintenance) or concerns.

Notes created from the recent meetings at Barton Rd, River St., and Washington St., were summarized and the board explained the highlights of each meeting, and the board and E.D. discussed what results were brought about from those concerns raised at some of the meetings. The board acknowledged that some issues raised by residents may be difficult to be addressed immediately, and certain issues were not under Wellesley Housing Authority or Board members jurisdiction.

Commissioner Coduri suggested that we add Resident Meeting discussions to the May meeting agenda.

Board Chair, Sanchez clarified , that Resident meeting notes will be discussed regularly as upcoming meetings are already scheduled until further notice. Sanchez asked that Commissioners continue to follow the meeting schedule and make notes promptly and distribute to board members for preparation of discussions.

Commissioner Rene Spencer suggested that Commissioner give copies of notes to E.D. to allow her the chance to address concerns that apply to the Housing Authority directly to be more productive.

Commissioner Heyison raised the concerns that residents were not receiving the Resident Meeting notification soon enough. Chair Sanchez suggested the communication be improved for future announcements.

Sanchez suggested making purposeful efforts encourage more residents to attend the meetings and watch recordings when able to.

10. Old Business - none

11. New Business

a. Discussion: Hiring Disclosure

E.D. Sullivan reports that the, Receptionist and State Public Housing Coordinator positions have been open for some time despite numerous hiring efforts made by WHA. A receptionist candidate is expected to start on Monday May 1st, but the State Public Housing Coordinator position is still open. E.D. Sullivan divulged that her brother, expressed interest in the State Public Housing Coordinator position, but admits she didn't allow him to apply at first. Sullivan then explained that after multiple candidates either passed on the position, or weren't suitable to hire, she eventually accepted her brother's application. Sullivan states that her decision



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was based on many failed attempts to find a suitable candidate and the extensive amount of work and time the employee search was taking. Sullivan states that she reached out to the labor attorney, and DCHD for the directions on guidelines for the process to hire an immediate family member. Commissioner, and former chair Janice Coduri was included in the interviewing process, including resume review.

According to Sullivan, these hiring challenges have been ongoing for months. Sullivan also noted that the WHA has been understaffed and dealing with difficulties with filling open positions

Following attorney recommendations, Sullivan states former chair, Coduri was included in the interviewing process; Staff member Viviana Veira conducted the interview for the position in question; a full disclosure form was submitted; and DCHD heard WHA's request to hire an immediate family member, in accordance to DCHD rules. After submitting all the recommended documents, and explaining to DCHD how difficult the hiring process has been, DCHD gave WHA the waiver to hire an immediate family member. E.D.Sullivan comes to the board asking for the approval of 3 related motions. 1. Motion to Hire 2.E.D.Sullivan's disclosure. 3. Motion to send offer letter

Questions from the board :

Commissioner Sanchez ask why former Chair Coduri was included in process after a new chair was named, and Sullivan explained, it was recommended that the former chair stay involved to make the ongoing interviewing process more streamline.

Commissioner Sanchez ask if James Sullivan, the new hire in question, would report to his sister, Jacqueline Sullivan, and E.D. Sullivan responded, "No", he will not report directly to Sullivan.

Commissioner Spencer asked , who will train the new hire in question, and Sullivan responded, " I will " " as well as Viviana Veira", as they both know the position well.

Vice Chair Commissioner Maura Renzella read the motions outloud.

Renzella made motion Resolution 2023- 27 to move to approve the board to authorize the hiring of James Sullivan.

The motion was seconded by Commissioner Lisa Heyison.

The resolution was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri- Yes

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

Renzella made the motion Resolution 2023- 28 to move to approve the offer letter of State Public Housing Coordinator position to be sent to James Sullivan via Viviana Veira.

The motion was seconded by Commissioner Heyison.

The resolution was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri- Yes, Commissioner Spencer- Yes, Commissioner Heyison- Yes, Commissioner Sanchez- Yes

Renzella made the motion, Resolution 2023- 29, to move to approve the authorization of the Chair to accept, approve, and sign the disclosure form presented by the Executive Director.

The motion was seconded by Commissioner Heyison.



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The resolution was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri- Yes, Commissioner Spencer- Yes, Commissioner Heyison- Yes, Commissioner Sanchez- Yes

b. To authorize Executive Director and Chair to sign Wage Match Acknowledgment Certification form PHN2023- 03 Attachment A , Resolution 2023- 25

Board agreed no discussion was needed because E.D. Sullivan has already been doing the Wage Match for 5 years.

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

Commissioner Renzella- Yes, Commissioner Coduri- Yes, Commissioner Heyison- Yes, Commissioner Spencer- Yes, Commissioner Sanchez- Yes

Chair Sanchez and E.D. Sullivan sign the Wage Match Acknowledgment Certification form immediately following the vote.

c. The board considers the approval of State Rental Assistance Program (MRVP) Contract for FY ‘ 24 through FY ’28 Resolution 2023- 26

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

Commissioner Renzella- Yes, Commissioner Coduri- Yes, Commissioner Spencer- Yes, Commissioner Heyison- Yes, Commissioner Sanchez- Yes

12. Other Business:

- a. Commissioner Janice Coduri had an action item task to attach minutes to existing policies. Commissioner Coduri provided all the policies that have been approved, but have yet to be signed by board members. Commissioner Coduri asked all Commissioners to sign any policy that they had been present for after the meeting. Commissioners agree to stay for a few minutes to sign existing policies.
- b. Chair Odessa Sanchez gave the floor to Select Board Liaison Ann - Mara Lanza to announce an informative Housing Symposium given by (Citizens Housing Advocacy Planning Group) CHAPA,a housing advocacy group, scheduled for later the same day. Lanza plans to attend along with Commissioner Sanchez, Planning Board staff., and a member from the Community Preservation Committee. The purpose for the event is to for looking for ways to address housing issues in our community. Lanza thanked Commissioner Sanchez for keeping this issue in the forefront of people’s minds.

Commissioner Spencer asked Select Board Liaison Ann- Mara Lanza for the zoom information to join the CHAPA Symposium. Lanza agreed to email the link to the board



13. Adjournment

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the meeting was adjourned at 10: 15 AM with the following roll call vote:

Comissioner Renzella- yes

Commissioner Coduri - yes

Commissioner Spencer – yes

Commissioner Heyison- 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 – Update : Hold off on Letter to wait and see the **Improvements in CHAMP**

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 5, 2023

- Set up meeting with Cambridge Housing authority – Commissioner Sanchez – Commissioner Renzella is now working on meeting with CHA contact.

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
April 27, 2023

Maintenance Update

- Cleaned River Street and Weston Road Hallways
- Finished Vacancies: Barton & River Street
- Linden Street, Weston Road, River Street, Washington Street, and Morton Circle spring clean-up
- Dumpster week for Barton Road
- Inspections @ Morton Circle & Washington Street

Staff Updates- Training, etc.

- Director Sullivan attended the MassNAHRO Spring Conference
- V. Veira, H. Pimenta, and Director Sullivan attending PHA-Web training on the tenant portal
- V. Veira and Director Sullivan attended MRVP Training sessions

CHAMP/Vacancies Update

- Update attached
- Conducted four appeal conferences for applicants

Policy Update

- Rent Collection- with Attorney for review
- Barton Road Community Room- with Attorney for review
- Personnel- with Attorney for review

Other

Director Sullivan and Commissioner Coduri attended Town Meeting- Town Meeting unanimously approved all 40R funding requested

- Director Sullivan and B. Drainville met with the RCAT director to discuss the next steps for three projects.
 - Asphalt walkway replacement @ Morton Circle
 - Wood siding replacement @ Washington Street
 - Intercom/panel replacements @ River Street
- Director Sullivan met with DHCD Engineer to discuss the gas stove Electrification Plan at Morton Circle & Washington Street.
- Submitted all necessary documents to DHCD for our PMR site visit scheduled for the beginning of May

Upcoming Training/Events

- **Board Training with Attorney Martin Rooney: May 8th, 6:00- 8:00 @ Barton Road Community Room**
- Board Member Certification Program (MassNAHRO)
 - Registration Fee: \$149/course. First-time attendees receive one (1) FREE class
 - 9:00 AM – 12:00 PM -- Webinar
 - Personnel- June 3rd, 2023
 - Ethics- August 5th, 2023
 - Legal Issues- October 14th, 2023

Haley Pimenta, Occupancy Specialist

April 2023

Progress Report

In the month of April, I have been working on 3 List pulls. Elderly with stairs and Elderly with no stairs. I have made 10 offers as of 4/24/23. Two have already accepted my offer. I am confident that most if not all the other applicants will accept.

As I have been working on those two Elderly lists, I have also been working on our 2BR family list pull of 275. This list was pulled on March 20th, 2023. Out of those 275 people I have sent out CORI's & LL References to 13 applicants. I am still receiving these in the mail and those who have returned the required documentation I am actively sending LL reference checks.

CHAMP recently got a new update so that we can move individual applicants to the offer stage while continuing to work with applicants who are still being screened. This will allow us to have some more time to work with applicants who are a little slower with responding but also move those applicants who are ready to go to the next steps.

Haley Pimenta

Occupancy Specialist

22519316	1 Bedroom Elderly Stairs	100	13 Total Offers (13 Remaining)	Feb. 25, 2023
22520317	1 Bedroom Elderly	150	12 Total Offers (12 Remaining)	Feb. 25, 2023
22836633	2 Bedroom Family Stairs	275	3 Total Offers	March 20, 2023