



## WELLESLEY HOUSING AUTHORITY

109 Barton Road, Wellesley, Massachusetts 02481

### HOUSING AUTHORITY BOARD AGENDA

Thursday, April 25, 2024- 7:00 PM

Online Remote

1. Roll Call
2. Citizen Speak
  - a. Any individual addressing the Board during Citizen Speak shall be limited to two minutes. Please email [contact@wellesleyhousing.org](mailto:contact@wellesleyhousing.org) to participate in Citizen Speak or to observe the meeting live and joining instructions will be sent.
3. Approval of Minutes
  - a. February 29, 2024 [Resolution #2024-19](#)
  - b. April 11, 2024 [Resolution #2024-26](#)
4. Financial Reports
  - a. Approval of April Bill Payments/Warrant
  - b. Monthly Financial Statements
    - i. February 2024 ([Received and Place on file \(no approval needed\)](#))
    - ii. March 2024 ([Received and Place on file \(no approval needed\)](#))
5. TAR Report by Development (Tenant Accounts Receivable)
6. Chairperson Report
7. Consulting Report
8. Committee Reports
  - a. Redevelopment
  - b. Wellesley Housing Transition Plan
9. Old Business
  - a. [Discussion:](#) Amended Parking Policy [Resolution #2024-13](#)
10. New Business
  - a. Approval of State Contract for Accounting Services between the WHA and Fenton, Ewald & Associates, P.C. for January 1, 2024, through December 31, 2024. [Resolution #2024-27](#)
  - b. Approval of Federal Contract for Accounting Services between the WHA and Fenton, Ewald & Associates, P.C. for January 1, 2024, through December 31, 2024. [Resolution #2024-28](#)
  - c. [Discussion:](#) Resident Service Coordinator Initiative Funding
11. Adjournment



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### Wellesley Housing Authority Board Meeting Meeting Minutes

Thursday, April 25, 2024- 7:00pm

**1. Roll Call.** The meeting was called to order at 7:04 with a roll call attendance with the following Commissioners present:

Odessa Sanchez, Chair  
Janice Coduri, Commissioner  
Maura Renzella, Commissioner  
Lisa Heyison, Commissioner

Absent from the meeting: Commissioner Renee Spencer

Also Present: Jacqueline Sullivan- Consultant

**2. Citizen Speak** – board did not receive any email requests to participate in Citizen Speak.

### **3. Approval of Minutes**

**a. February 29, 2024** – not received in time for consideration.

#### **b. April 11, 2024- Resolution #2024-30**

Upon duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the minutes were approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – Yes, Commissioner Heyison – Yes, Chair Sanchez- Present

### **4. Financial Reports**

#### **a) Resolution #2024-31- Approval of the April Bill Payments/ Warrant**

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 Renzella- Yes, Commissioner Coduri – Yes, Commissioner Heyison – Yes, Chair Sanchez- Yes

Motion carries.

#### **b) Monthly Financial Statements**

- i. February 2024 Received and Placed on file ( no approval needed)**
- ii. March 2024 Received and Placed on file (no approval needed)**

Consultant Sullivan states that for March, we are looking good financially at 35.8 %, reserves. We were hit with vacancies and high gas costs.

## **5. TAR Report (Tenant Accounts Receivable)**

received and placed on file (no approval required)

Consultant Sullivan said there will be write-offs, hopefully next month.

All payment agreements with tenants are now being handled through court process exclusively, instead of in-house.

## **6. Chairperson Report**

Chair Sanchez- offered a suggestion for residents to utilize the RDF and to seek opportunities to stay informed on the outdoor policy guidelines.

Later in meeting Sanchez also inquired about who to thank for the Barton Rd Flower Boxes that bloomed Daffodils. Commissioner Renzella acknowledged the Wellesley Service League was the group that provided the beautiful daffodils and 3 large flower boxes.

## **7. Consultant Report**

Jacqueline Sullivan- Consultant, gave a general update that included maintenance reports, and an all encompassing update of actions since January. Broke down WHA Capital project spreadsheet and gave status on future projects and funding.

## **8. Committee Reports:**

### **a) Redevelopment Committee**

No updates

### **b) Wellesley Housing Transition Plan**

Commissioner Renzella gave an update on where we are with the Transition Plan. Renzella is putting together paperwork for the Bookkeeper search. Requests have been sent to Mass NAHRO and other agencies to ask for proposals for E.D. Management/ Agent search. Looking at 3 proposals of search consultants. Chair Sanchez- will step in to run the E.D. search if that is the result of our search for agents. Commissioner Renzella checked in with the consultants, Viviana Veira and Jacqueline Sullivan to ask them how it's been working out in their new roles as consultants so far. Sullivan said it's been working well, and she is positive about maintaining the situation in the new consulting capacity. Sullivan feels herself and Veira have not changed much about responsibilities they carry out.

Commissioner Renzella added that we are still open to proposals from any housing authorities that are interested in submitting to be considered.

## **9. Old Business**

### **a. Discussion: Amended Parking Policy Resolution #2024-13**

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, Resolution #2024-13 is asking to amend the Parking Policy.

Parking Policy will remove any references to “Guest Parking “ and will be edited to not include anything regarding guest parking. Sullivan explained that reassigning spots, issuing stickers, and response to the policy roll- out has proven to be successful and it was decided that guest parking or guest passes were no longer necessary.

The motion was approved with the following roll call vote Commissioner Coduri – Yes, Commissioner Renzella – Yes, Commissioner Heyison – Yes, Chair Sanchez – Yes

Motion carries.

## **10. New Business**

### **a. Approval of State Contract for Accounting Services between the WHA and Fenton, Ewald & Associates, P.C. for January 1, 2024, through December 31, 2024. Resolution #2024-32**

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, Resolution #2024-32 was approved by unanimous vote with the following roll call vote: Commissioner Renzella – Yes, Commissioner Coduri – Yes, Commissioner Heyison – Yes , Chair Sanchez- Yes

Motion carries.

### **b. Approval of Federal Contract for Accounting Services between the WHA and Fenton, Ewald, & Associates, P.C. for January 1, through December 31, 2024. Resolution #2024-33**

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, Resolution #2024-32 was approved by unanimous vote with the following roll call vote: Commissioner Renzella – Yes, Commissioner Coduri – Yes, Commissioner Heyison – Yes , Chair Sanchez- Yes

Motion carries.

### **c. Discussion: Resident Service Coordinator Initiative Funding**

Previously voted on in November, and has been approved, this was a transparency update that it was approved by the EOHLC

Chair Sanchez asked consultant Sullivan to let the Wanda, the RSC know that we are welcoming her to join any meetings to share updates with the board.

## **11. Adjournment**

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the meeting was voted unanimously with the following roll call vote to adjourn at 7:46 pm: Commissioner Renzella– Yes, Commissioner Coduri – Yes, Commissioner Heyison – Yes, Chair Sanchez – Yes.