



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

HOUSING AUTHORITY BOARD AGENDA

Online Remote Meeting

Thursday, December 28, 2023- 9:00 AM

<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. October 26, 2023 [Resolution #2023-63](#)
 - b. November 30, 2023 [Resolution #2023-73](#)
4. Financial Reports
 - a. Approval of December Bill Payments/Warrant [Resolution #2023-74](#)
 - b. Monthly Financial Statements
 - i. November 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
 - b. Sustainability
9. New Business
 - a. #324106 Siding Replacement Utility Rms. & Metal Doors
 - i. Reject the lowest bidder, Northeast Construction [Resolution #2023-75](#)
 - ii. Approve the second lowest bidder, New Kappa City to perform the #324106 Siding Replacement Utility Rms. & Metal Doors. [Resolution #2023-76](#)
10. Other Business – Consideration of any matter not known about, or which could not have been reasonably foreseen within 48 hours if this meeting.
11. Adjournment



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Wellesley Housing Authority
Online Remote Meeting Minutes
Thursday, December 28, 2023, 9:00 am

1. Roll Call

The meeting was called to order at 9:05 with the following roll call vote of Commissioners:

Odessa Sanchez, Chairperson

Janice Coduri, Commissioner

Lisa Heyison, Commissioner

Also Present: Jacqueline Sullivan, Executive Director

Absent: Maura Renzella, Commissioner, Vice Chair, and Renee Spencer, Commissioner

2. Citizen Speak – none

3. Approval of Minutes

a) **Resolution #2023-63- October 26, 2023**

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 Heyison – yes, Chairperson Sanchez- Yes

b) **Resolution #2023-73- November 30, 2023**

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 Heyison – yes, Chairperson Sanchez- Yes

4. Financial Reports

a) **Resolution #2023-74- Approval of December Bill Payments/Warrant**

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 Heyison – yes, Chairperson Sanchez- Yes

b) **November Financial Statement-** received and placed on file (no approval required)

E.D. Sullivan discussed that the reserves are at 38.3%, a bit higher than last month. She noted an extraordinary maintenance chart detailing the vacancy initiative amounts and the budget revision the board approved in November. She also stated that the fire alarm control panel shows the values of the River Street fire panel emergency project, which she hopes will also be reimbursed by the state as a capital project.

5. TAR Report (Tenant Accounts Receivable)- received and placed on file (no approval required)

6. Executive Director Report- Received and placed on file- (no approval required)

E.D. Sullivan Noted the fire damage from the report and explained it was smoke damage, a stovetop fire, no injuries, and no need to replace the cabinets. We have five vacancies; we offered all the vacancies; one was accepted, one was not, and the staff is still working through the list. All sites have received parking stickers at this point. Pet policy has been mailed to all residents in English and whatever their

written language is. The 2024 CIP has been approved, and we are working towards a revision for the ARPA Earmark projects. We have about nine projects that have a FISH number.

7. Chairpersons Report- Chairperson Sanchez was excited that the WHA main office had decorations for Hanukkah and showed that we are an inclusion housing development. With so many residents from different cultural backgrounds, seeing the housing authority recognize that was nice. Chairperson Sanchez thanked Kids Backing Kids, Mitten Giving Tree, Wellesley Fire Department, and Wellesley Police Department for their partnership during the holiday season. Executive Director Sullivan stated we sponsored about 42 residents, which doubled from last holiday season.

8. Committee Reports:

a) Redevelopment Committee

Commissioner Coduri connected with Margaret Moran of Cambridge Housing Authority and hopes to meet after the New Year to discuss the cost of the proposal she provided. Hopefully, Commissioner Coduri can bring it to the board for discussion.

b) Sustainability Committee - None

9. New Business

a) Resolution #2023-75 Reject the lowest bidder, Northeast Construction

ED Sullivan provided the board with references and a recommendation from Gwen C. Erskine, RA, GCE Architecture. She is the individual who does the reference checks for the bidding process for this job. Northeast Construction had an overall theme from the reference check- the project was slow, responding to the punch list was difficult and slow, and communication was poor. Northeast Construction has mixed recommendations, and Gwen's direct experience with them was not positive. Northeast Construction is currently not qualified for this project.

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 Heyison – yes, Chairperson Sanchez- Yes

b) Resolution #2023-76 Approve the second lowest bidder, New Kappa City to perform the #324106 Siding Replacement Utility Rms. & Metal Doors

ED Sullivan provided the board with references and a recommendation from Gwen C. Erskine, RA, GCE Architecture. Westford Housing Authority and Norwood Housing Authority state they are easy to work. The recommendation is to approve New Kappa City for this project.

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 Heyison – yes, Chairperson Sanchez- Yes

10. Other Business- None

11. Adjournment

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the meeting was voted unanimously to adjourn at 10:00 AM.

Summary of Documents referenced include the following:

- Agenda
- October Minutes
- November Minutes
- December Warrant
- TAR Reports
- ED Report
- #324106 Siding Replacement Utility Rms. & Metal Doors references and a recommendations
- November financial statements