



WELLESLEY HOUSING AUTHORITY

109 Barton Road, Wellesley, Massachusetts 02481

HOUSING AUTHORITY BOARD AGENDA

Online Remote Meeting

Thursday, February 29, 2023- 10:30 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. January 25, 2024 [Resolution #2024-06](#)
4. Financial Reports
 - a. Approval of February Bill Payments/Warrant [Resolution #2024-07](#)
 - b. Approval of the Year-End Financial Statements, Tenant Accounts Receivable data, and the top 5 Compensation Form [Resolution #2024-08](#)
 - c. Approval of Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws [Resolution #2024-09](#)
5. New Business
 - a. Approval of Fiscal Year 2024 4001 Operating Budget for State Aided public housing for Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2024 [Resolution #2024-10](#)
 - b. Approval of FY2024 proposed Operating Budget for State Aided public housing for Wellesley Housing Authority, Program No. MRVP for the fiscal year ending 12/31/2024 [Resolution #2024-11](#)
 - c. Approval of Design Contract with Rogue Engineering & Design for EOHLC Project #324112 [Resolution #2024-12](#)
 - d. Executive Director Update
6. TAR Report by Development (Tenant Accounts Receivable)
7. Executive Director Report
8. Chairperson Report
9. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability
10. Old Business
 - a. Parking Policy Amendment [Resolution #2024-13](#)
11. Other Business – Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.
- 12.



WELLESLEY HOUSING AUTHORITY

109 Barton Road, Wellesley, Massachusetts 02481

Wellesley Housing Authority Board Meeting Meeting Minutes

Thursday, February 29, 2024- 10:30 am

1. Roll Call. The meeting was called to order at 10:31 am with a roll call attendance with the following Commissioners present:

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

Also Present: Jacqueline Sullivan- Executive Director , Teresa Ewald- accountant from Fenton, Ewald & Associates, P.C.

2. Citizen Speak – none

3. Approval of Minutes

a. January 25, 2024 – Tabled - Not received in time for consideration.

4. Financial Reports

a) **Resolution #2024-07- Approval of the February Bill Payments/ Warrant**

b) Approval of the Year- End Financial Statements , Tenants Accounts Receivable data, and the top 5 Compensation Form **Resolution #2024-08**
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 Renzella – Yes, Commissioner Heyison – Yes,
Commissioner Spencer- Yes, Chair Sanchez- Yes

Motion carries.

Accountant Teresa Ewald was present to give a breakdown of the year- end financial statements. say states that financially at 35%, reserves. WHA had a productive year, even with minimal staff. Overall we're in good shape according to Ewald..

c) **Approval of Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws Resolution #2024-09**

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, Commissioner Spencer- Yes, Chair Sanchez- Yes

Motion carries.

5. New Business

- a) Approval of Fiscal Year 2024 4001 Operating Budget for State Aided public housing for Wellesley Housing Authority, Program 4001 for the Fiscal Year ending 12/31/2024 **Resolution #2024-10**

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

Motion carries.

- b) Approval of FY2024 proposed Operating Budget for State Aided public housing for Wellesley Housing Authority, Program No. MRVP for the fiscal year ending 12/31/2024 **Resolution #2024-11**

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

Motion carries.

Resolution #2024-15 Approve Executive Director salary Scheduled Increase

Accountant Teresa Ewald said the latest form was used to calculate the E.D. salary increase by EOHLC guidelines to \$102,929. This figure will be what WHA has to offer for a new E.D. search.

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

Motion carries.

- c) **Approval of Design Contract with Rogue Engineering & Design for EOHLC Project #324112 Resolution #2024-12**

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

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

Motion carries.

d) Executive Director Update

E.D. Jacqueline submitted her resignation and asked the board to approve to accept the resignation, and accept her last day will be April 5th, 2024. Board must acknowledge letting Jacqueline Sullivan out of her contract early.

Commissioner Renzella moved Resolution #2024-14 and it was seconded by Chair Sanchez to release Jacqueline Sullivan from her E.D. contract with Wellesley Housing Authority.

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

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

Motion carries.

Commissioners praised and thanked E.D. Sullivan for her work at WHA and all agreed we are looking at the next steps now to stabilize WHA. E.D. Sullivan plans to roll out letters to notify tenants and town stakeholders next week.

6. TAR Report (Tenant Accounts Receivable)

E.D. Sullivan gave TAR update. Only one vacancy. Some rents have increased.

7. Executive Director Report- update was in New Business

8. Chairperson Report

Chair Sanchez talked about the recent approval to hold in- person voting at Barton Rd Community center, and the feedback from housing community participation in the 2024 Annual Town Elections in March.

9. Committee Reports:

a) Redevelopment Committee

Commissioner Coduri stated they are still awaiting a proposal from Cambridge Housing. Questioned board if we should continue to wait on Cambridge, or pursue other avenues.

b) Sustainability

Chair Sanchez and Commissioner Heyison agree to stay focused on the transition plan at this time.

9. Old Business

- a. Parking Policy Amendment Resolution #2024-13 – Tabled

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 11:33 am Commissioner Coduri– Yes, Commissioner Heyison – Yes, Commissioner Spencer– Yes, Commissioner Renzella – Yes, Chair Sanchez – Yes.