



**WELLESLEY HOUSING AUTHORITY**  
**109 Barton Road, Wellesley, Massachusetts 02481**

**HOUSING AUTHORITY BOARD AGENDA**

Thursday, January 25, 2024- 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. December 28, 2023, [Resolution #2024-01](#)
4. Financial Reports
  - a. Approval of January Bill Payments/Warrant [Resolution #2024-02](#)
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. Approval of the Agreement for the Administration of the Wellesley Housing Authority Section 8 Choice Voucher Program by the Dedham Housing Authority [Resolution #2024-03](#)
  - b. Approval of second FY23 Budget Revision [Resolution #2024-04](#)
  - c. [Discussion:](#) Executive Director Goals 2024 [Resolution #2024-05](#)
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  
Meeting Minutes  
Thursday, January 25, 2024, 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

Renee Spencer, Commissioner

Also Present: Jacqueline Sullivan, Executive Director

Absent: Maura Renzella, Commissioner, Vice Chair

**2. Citizen Speak – none**

**3. Approval of Minutes**

a) **Resolution #2024-01 December 28, 2023**

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was unanimously approved.

**4. Financial Reports**

a) **Resolution #2024-02- Approval of January Bill Payments/Warrant**

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was unanimously approved.

**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 included a spreadsheet of projects, including project numbers or FISH#'s, development number indicating which property, project description detailing the project, phase to show where the projects stand and then the project manager. This chart will be included in the E.D. report.

**7. Chairperson Report-** Chairperson Sanchez highlighted the site visit from Housing Secretary, Edward Augustus. Mr. Secretary is planning to visit each housing authority in the state of Massachusetts. She highlighted the MBTA communities act and hopeful for more money for low income and affordable housing. She also noted Commissioner Spencer has been appointed to the Housing Advisory Council and looks forward to hearing about her work.

**8. Committee Reports:**

a) **Redevelopment Committee**

Commissioner Coduri, Commissioner Renzella and E.D. Sullivan connected with Margaret Moran of Cambridge Housing Authority and she will be providing a fee proposal within three weeks, which Commissioner Coduri hopes we'll have for the February meeting. At that point we will bring the fee proposal forward for a board discussion and vote.

- b) **Sustainability Committee** - Commissioner Heyison reported they will look at all current housing projects and see what has already taken a suitability lens and what is in the pipeline and see how we can add sustainability features within our budget or request further funding. Chairperson Sanchez noted she spoke with Maintenance Supervisor Drainville, and he advocated that Wellesley has a large number of construction projects which will be a large undertaking and we will work hard to incorporate sustainability within the limitations that housing can do.

## 9. New Business

- a) **Resolution #2024-03 Approval of the Agreement for the Administration of the Wellesley Housing Authority Section 8 Choice Voucher Program by the Dedham Housing Authority**  
Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was unanimously approved.

- b) **Resolution #2024-04 Approval of the proposed Operating Budget for State-Aided Housing of the Wellesley Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending 12/31/2023 showing total revenue of \$ 1,957,735 (Acct. No. 3000) and Total Expenses of \$ 1,852,823 (Acct. No. 4000) thereby requesting a subsidy of \$ 835,972 (Acct. No. 3801), 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.**

Upon a duly made motion by Commissioner Spencer and seconded by Commissioner Heyison, the resolution was approved by a roll call vote as follows: Commissioner Heyison – Yes, Chair person, Sanchez – Yes, Commissioner Coduri – Yes, Commissioner Spencer- Yes

- c) **Resolution #2024-05 Executive Director Goals 2024**

ED Sullivan provided the board with the goals of the Executive Directors of 2024.

1. **Explore Potential Redevelopment-** Wellesley is in a perfect opportunity to dive into redevelopment. ED Sullivan explained everyone always said “get your house in order” to be ready for redevelopment, we have taken care of the vacancies, we figured out reserves, we are doing tons of projects, our house is in order. Now is a wonderful opportunity to partner with other agencies and take the time necessary to successfully look at redeveloping a portfolio that is strictly State funded.
2. **Assess Policy Procedures-** this goal aims to comprehensively review internal procedures for enforcing board-approved policies. The goal is to ensure a clear understanding among staff, leading to streamlined procedures that facilitate effective allocation of staff time and enhance overall productivity.
3. **Assess Capital Projects and Deferred Projects-** The goal aims to ensure that ongoing projects align with the health and safety of residents and are consistent with the mission of the WHA commissioners. Prioritizing projects that make financial sense contributes to the organization's overall financial health. Actively exploring alternative avenues for deferred projects demonstrates a commitment to finding innovative solutions and new pathways for projects that were temporarily on hold.

Chairperson Sanchez recommended reaching out to neighboring communities who have redeveloped and seeing if they can provide Wellesley with some ideas on where to begin. Commissioner Heyison questioned how connections are made in the housing network and what resources are available. ED Sullivan stated she was the Vice President of SMEDA, and they meet

every month to connect and discuss. The MassNAHRO conferences are also a wonderful place to network. Commissioner Spencer expressed during her participation at MassNAHRO conferences that everyone talks about Cambridge and how successful they are with redevelopment. Commissioner Heyison asked about networking in sustainability in which Commissioner Spencer reported that Mass Save had a booth at the MassUnion conference and they could be a useful resource. ED Sullivan reported that the Sustainability Program Developer for EOHLC looks at every capital project to suggest modifications for sustainability.

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was unanimously approved.

**10. Other Business-** Chairperson Sanchez announced early voting available to the public at Barton Road on February 24<sup>th</sup> 10:00 AM-2:00 PM.

### **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
- December minutes
- January ED report
- Wellesley Section 8 Agreement 2024
- Budget Revision #1- vacancy exemption
- 2024 ED goals
- Project list
- December Warrant
- January Warrant
- TAR Reports