

Odessa Sanchez, *Chair*
Maura Renzella, *Vice Chair, State Appointee*
Lisa Heyison, *Treasurer*
Renee Spencer, *Resident Board Member*
Janice Coduri



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WELLESLEY HOUSING AUTHORITY

109 Barton Road, Wellesley, Massachusetts 02481

HOUSING AUTHORITY BOARD AGENDA

Tuesday, March 19, 2024- 7:15 PM

Barton Road Community Room
107 Barton Road, Wellesley, MA 02481

1. Roll Call
2. Discussion: WHA Transition Research Results
3. Other Business – Consideration of any matter not known about, or which could not have been reasonably foreseen within 48 hours of this meeting
4. Adjournment



Wellesley Housing Authority Board Meeting
Meeting Minutes
Tuesday, March 19, 2024 - 7:15 PM

1. Roll Call The meeting was called to order at 7:18 pm with the following Commissioners present:

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

2. Discussion WHA Transition Research Results

Commissioner Renzella presented transition research results to the Board in three parts Logistics, Proposed Interim Plan (the timeframe from when Jacqueline Sullivan and Viviana Viera leave their positions until an Emergency Management Agreement is entered into with a Managing Agency and/or before June 1, 2024, whichever comes first), and Executive Director and/or Management Agreement Search options.

Logistics - It is proposed that the remaining WHA Staff Members will open the office to the public if two or more staff members are in the office. If not, the office will be closed to the public, and the WHA community will be notified. During the interim period, the office will be open from 10:00 am to 2:00 pm Monday - Thursday and closed on Fridays. Staff are available by appointment outside of open to the public office hours. Attempts to find coverage from 2:00 pm - 4:00 pm are in the works. When the office is closed all calls will be directed to the answering service, including work orders.

WHA weekly Board meetings to discuss the WHA transition have been established for Thursdays at 7:00 pm in the Barton Road Community Room (BRCC) unless a monthly WHA Board meeting was previously scheduled. Confirmed dates are listed below:

March 28 - regularly scheduled Board meeting at 9:00 am via Zoom
April 4 – 7:00 pm BRCC
April 11 - 7:00 pm BRCC
April 18 - 7:00 pm BRCC
April 25 - regularly scheduled Board meeting at 7:00 pm via Zoom
May 23 - regularly scheduled Board meeting at 7:00 pm via Zoom

Resolution 2024-15 Motion to approve the proposed logistical changes to WHA office hours and Board Meeting dates and times during the transition period

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by unanimous vote.
Motion carries.

Proposed Interim Plan - In the interim timeframe (the timeframe from when Jacqueline Sullivan and

Viviana Viera leave their positions until an Emergency Management Agreement is entered into with a Managing Agency and/or before June 1, 2024, whichever comes first.) the WHA will enter into business contracts with the following:

Jacqueline Sullivan to provide the following services beginning 4/5/2024: assistance with Capital Projects, Rent Collections, Reasonable Accommodation, Website maintenance, Board meeting preparation, and EOHLC reporting. Services will provided at a rate of \$60.00 per hour.

Viviana Viera to provide the following services beginning 4/12/2024: Completion of weekly Payroll, monthly invoices, and RentCollection as needed. Services will provided at a rate of \$40.00 per hour.

WHA will enter into an agreement with Dedham Housing Authority to provide Maintenance Supervision beginning 4/5/2024. Services include but are not limited to oversite of turnovers, work order turnaround, weekly task assignments, and serving as a point of contact for significant issues. 2 hours a week to start and as needed moving forward. Services will provided at a rate of \$60.00 per hour.

WHA will enter into an agreement with Taunton Housing Authority to provide support for the WHA Housing Manager/CHAMP Coordinator as needed and unlimited. Services will provided at a rate of \$50.00 per hour.

Resolution 2024-16 Motion to approve the Proposed Interim Plan

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by unanimous vote.
Motion carries.

Executive Director and/or Management Agreement Search options - Commissioner Renzella presented search options.

Resolution 2024-17 Motion to pursue a management agreement for one year with a review at six months.

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by unanimous vote.
Motion carries

Resolution 2024-18 Motion to approve pursuing a discussion with Dedham Housing Authority regarding the management agreement

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution was approved by unanimous vote.
Motion carries

3. Adjournment

Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Spencer, the meeting was adjourned at 8:18 pm with the following roll call vote: Commissioner Coduri - yes
Commissioner Spencer- yes Commissioner Sanchez - yes