



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

HOUSING AUTHORITY BOARD AGENDA

Thursday, May 23, 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 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 25, 2024 [Resolution #2024-36](#)
 - c. May 9, 2024 [Resolution #2024-37](#)
4. Financial Reports
 - a. Approval of April Bill Payments/Warrant
 - b. Monthly Financial Statements
 - i. April 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. New Business
 - a. Approval of Design Contract of services and payment schedule for EOHLC Project #324113 (Sidewalk repairs 200-1) [Resolution #2024-38](#)
 - b. Approval of Design Contract scope of services and payment schedule for EOHLC Project #324115 (Kitchen Exhaust Fan 667-2) [Resolution #2024-39](#)
 - c. Approval of Design Contract scope of services and payment schedule for EOHLC Project #324114 (Exterior Door Replacement 667-1) [Resolution #2024-40](#)
 - d. Approval of Design Contract scope of services and payment schedule for EOHLC Project #324116 (Fence Replacement 667-3) [Resolution #2024-41](#)
 - e. Approval of Change Order 324106-CP-0001, Gutters, PVC water-table & j-channels replacements. [Resolution #2024-42](#)
 - f. Approval of Change Order 324106-CP-0002, Post base replacement at entry porches [Resolution #2024-43](#)



WELLESLEY HOUSING AUTHORITY

109 Barton Road, Wellesley, Massachusetts 02481

Wellesley Housing Authority Board Meeting Meeting Minutes

Thursday, May 23 , 2024- 7:00 PM

Online Remote

1. Roll Call. The meeting was called to order at 7:02 pm with a roll call attendance with the following Commissioners present:

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

Absent from meeting: Commissioner Lisa Heyison

Also Present: Jacqueline Sullivan- Consultant , Viviana Viera- Consultant

2. Citizen Speak – Annette Orlando of 41 River St was allowed the opportunity to participate in Citizen Speak after the scheduled agenda time by a decision of the chair and other board members. Ms. Orlando expressed a list of complaints and concerns about issues she described as being disruptive or problematic around and in the WHA community. Ms Orlando stated that the recent decrease in office staff, notices, vandalism reports, parking violations, harassment and bullying to be among her many concerns. Ms Orlando's claims seemed to describe incidents that spanned over periods of time. After the chair reminded Ms Orlando she had reached the 2 min. limit, she was asked if she had any final remarks, which she responded, that she was finished.

3. Approval of Minutes

a. February 29, 2024 Resolution #2024-23 - Tabled

b. April 25, 2024 Resolution #2024-36 - Tabled

c. May 9, 2024 Resolution #2024-37

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

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

4. Financial Reports

a) **Resolution #2024-45- Approval of the May Bill Payments/ Warrant pending edits sent by Viviana Viera- Consultant.**

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

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



Motion carries.

b) Monthly Financial Statements – none

5. TAR Report (Tenant Accounts Receivable)

received and placed on file (no approval required)

6. Chairperson Report - none

7. Consultant Report

Sullivan explained the Maintenance crew update. WHA is at 500 work orders to date. Staff training – MASS NAHRO Procurement and Mass Commission Against Discrimination workshops attended by James Sullivan. Currently 6 vacancies. Working on transfers and elderly/ disabled units. Working on reasonable accommodation requests.

8. Committee Reports:

a) Redevelopment Committee- none

b) Wellesley Housing Transition Plan

Commissioner Renzella is working on Watertown Housing management agreement draft. Renzella is awaiting the staffing plan from Watertown, and has reached out to Teresa Ewald to complete the required worksheet for financials. Renzella expects to meet with board members soon to discuss the draft with complete staff plan and financial worksheet.

9. New Business

a) Approval of Design Contract of services and payment schedule for EOHLC Project #324113 (Sidewalk repairs 200-1) Resolution #2024-38

Commissioner Renzella discussed hope that the maintenance discuss a long term plan to keep the sidewalk areas in good shape after the repairs because of the benefit to children and residents with disabilities who utilize those sidewalks.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote: Commissioner Renzella – Yes, Commissioner Spencer- Yes, Commissioner Coduri – Yes

Motion carries

- b)** Approval of Design Contract scope of services and payment schedule for EOHLC Project #324115 (Kitchen Exhaust Fan 667-2) Resolution #2024-39

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

Motion carries

- c)** Approval of Design Contract scope of services and payment schedule for EOHLC Project #324114 (Exterior Door Replacement 667-1) Resolution #2024-40

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

Motion carries

- d)** Approval of Design Contract scope of services and payment schedule for EOHLC Project #324116 (Fence Replacement 667-3) Resolution #2024-41

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

Motion carries

- e)** Approval of Change Order 324106-CP-0001 , Gutters, PVC water- table & j-channels replacements. Resolution #2024-42

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

Motion carries

- f)** Approval of Change Order 324106-CP-0002, Post base replacement at entry porches Resolution #2024-43

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

Motion carries

- g) Approval of vacated tenant account write-offs in the amount of \$33,263.42 Resolution #2024-44

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

Motion carries

10. Other Business – none

11. Adjournment

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