



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Amended

Board Meeting Agenda

Thursday, October 26, 2023- 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. Minutes Procedures
4. Approval of Minutes
 - a. August 17, 2023, [Resolution #2023-51](#)
 - b. September 28, 2023 [Resolution #2023-54](#)
5. Financial Reports
 - a. Approval of October Bill Payments/Warrant [Resolution #2023-55](#)
 - b. Monthly Financial Statements
 - i. September 2023 [Received and Place on file \(no approval needed\)](#)
6. TAR Report by Development (Tenant Accounts Receivable)
7. Executive Director Report [Received and Place on file \(no approval needed\)](#)
8. Chairperson Report
9. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability
10. Resident Community Meeting Update
11. New Business
 - a. [Approval of Payment Standards effective December 1, 2023 Resolution #2023-59](#)
 - b. [Approval of Utility Allowances effective December 1, 2023 Resolution #2023-56](#)
 - c. Executive Director Contract [Resolution #2023-56](#)
 - d. Executive Director Salary Calculation [Resolution #2023-57](#)
 - e. Inter-Agency Agreement between WHA and Town of Wellesley [Resolution #2023-58](#)
12. Adjournment

REMOTE MEETING PROTOCOL

The online meeting will also be streamed live on the above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally.



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Wellesley Housing Authority
Board Meeting Minutes
Wellesley Police Department- Kingsbury Room
Thursday, October 26, 2023, 9:00am

1. Roll Call

The meeting was called to order at 9:01 with the following roll call vote of Commissioners:

Odessa Sanchez, Chairperson
Janice Coduri, Commissioner
Maura Renzella, Commissioner, Vice Chair
Lisa Heyison, Commissioner
Renee Spencer, Commissioner
Also Present: Jacqueline Sullivan, Executive Director and Ann-Mara Lanza, Select Board Liaison.

2. Citizen Speak – none

3. Meeting Minutes Procedures [Resolution #2023-60](#)

Upon duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the resolution to include both attendees and absent members of the board to minutes moving forward was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes, Commissioner Spencer- Yes, Chairperson Sanchez- Yes

4. Approval of Minutes

a) **[Resolution #2023-51- August 17, 2023](#)**

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved with the edits to include absent members by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes,
Commissioner Spencer- Yes, Chairperson Sanchez- Yes

b) **[Resolution #2023-54- September 2023](#)**

Tabled until November 2023 meeting.

5. Financial Reports

a) **[Resolution #2023-55- Approval of October Bill Payments/Warrant](#)**

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, Chairperson Sanchez- Yes

b) **Monthly Financial Statement**

September 2023 financial statements received and placed on file (no approval required)

6. TAR Report (Tenant Accounts Receivable)

received and placed on file (no approval required)

7. Executive Director Report

Received and placed on file.

8. Chairpersons Report

Chairperson Sanchez announced the board will have an open seat available for interested candidates townwide. The Local town Elections take place in March 2024, and the League of Women Voters Wellesley create election guidebook materials

9. Committee Reports:

a) Redevelopment Committee

Commissioner Coduri said Margaret Moran of Cambridge Housing Authority prepared a proposal for consultation on redevelopment. Commissioner Coduri and Commissioner Renzella (redevelopment committee members) have read the proposal and are still awaiting a reply from Margaret Moran. Considering other experts to seek out.

b) Sustainability Committee

Chairperson Sanchez and Commissioner Heyison accepted the board's suggestion to share list of potential sustainable projects that the board members could examine. Subcommittee members will have to meet first and discuss next steps.

c) Executive Director Contract Update

Commissioner Renzella gave an update on the E.D. Contract. All paperwork submitted to the EOHLC. Paperwork was returned because the State and Federal share percentages were off, but the final salary amount does not change. Renzella will inquire about percentage calculation guidelines from the EOHLC for next year.

10. Resident Community Meeting Update

No Meeting was held in October. Board discussed the time table for future Resident Community Meetings, and the frequency moving forward.

11. New Business

a) [Resolution #2023-59](#) Approval of payment standards effective December 1,2023

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, Chairperson Sanchez- Yes

b) [Resolution #2023-56](#) Approval of Utility Allowances effective December 1 2023

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, Chairperson Sanchez- Yes

c) Executive Director Contract

[Resolution #2023-57](#)

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the resolution to approve the ED contract was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes,
Commissioner Spencer- Yes, Chairperson Sanchez- Yes

Resolution #2023-58

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the resolution to approve to offer the annual salary for the Wellesley Housing Authority Executive Director, Jacqueline Sullivan, in the amount of \$103,047.00 based on 37.5 hours per week effective January 1, 2024, based on the EOHLC ED salary calculation worksheet which was provided in the PHN was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes,
Commissioner Spencer- Yes, Chairperson Sanchez- Yes

Resolution #2023-62

Upon a motion made by Commissioner Renzella and seconded by Commissioner Heyison, Resolution #2023-62 to amend Resolution #2023-57 to approve the contract for the Wellesley Housing Authority Executive Director, Jacqueline Sullivan, for the term of three years, provided by the EOHLC contract was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes,
Commissioner Spencer- Yes, Chairperson Sanchez- Yes

d) Resolution #2023-61 Inter- Agency Agreement between Town of Wellesley and Wellesley Housing Authority

An inter- agency agreement between the Town of Wellesley Health Department and the Wellesley Housing Authority, to fill the role of social worker. The person in this position will be an employee of the town, and not Wellesley Housing Authority.

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

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes,
Commissioner Spencer- Yes, Chairperson Sanchez- Yes

12. Other Business- None

13. Adjournment

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to adjourn at 10:02 AM was approved by a roll call vote as follows:

Commissioner Renzella- Yes, Commissioner Coduri – yes, Commissioner Heyison – yes, Commissioner Spencer- Yes, Chairperson Sanchez- Yes