

Wellesley Housing Authority  
Board Meeting Minutes  
Thursday, December 19 , 2024- 7:00pm  
Barton Road Community Room  
107 Barton Road, Wellesley Hills, MA 02481

**1. Roll Call** ~ The meeting was called to order at 7:05 pm with the following Commissioners present:

Odessa Sanchez, Chair

Renee Spencer, Commissioner

Maura Renzella, Commissioner, Vice Chair

Janice Coduri, Commissioner

Lisa Heyison, Commissioner, Treasurer

Also Present: Steve Merritt- WHA, James Sullivan- WHA, Brian Drainville – WHA, Jen Healy- WHA

**2. Citizen Speak – none**

**3. Approval of Minutes:**

- October 24, 2024 Minutes- Tabled
- November 21, 2024 Minutes- Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the motion to approve the November minutes was passed unanimously by a voice vote.

**4. Financial Reports**

- a. Approval of Bill Payments/Check Warrants
  - Discussion was held about some large payments made including a yearly insurance payment, capital project payments, and HAP. The discussion also touched on the necessity to ensure that the report is sensitive to personal information.
  - Approval of Bill Payments/Check Warrants- Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Heyison, the motion to approve the Bill Payments/Check Warrant was passed unanimously by a voice vote.
- b. Monthly Financial Statements - October 2024
  - Discussion about the status of the WHA's reserves.
- c. Budget Preparation- Status

**5. TAR Report by Development (Tenant Accounts Receivable) 10/31/2024**

**6. Modernization Updates and CAP HUB Report**

- a. Project 324115 Kitchen Fan Replacement – Bids approval
  - Commissioner Heyison raised a question as to why the low bid was so much lower than the other bids. Steve Merritt clarified that this bid is close to the recommended bid

amount. Brian Drainville added that this is a very busy season for HVAC companies, so that could have an impact on some of the higher bids.

- Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to approve the Bill Payments/Check Warrant was passed unanimously by a voice vote.

b. Update of Capital Projects

**7. Vacancy Report**

**8. Interim Executive Director's Report**

- a. Holiday Office Schedule

**9. Chairperson Report**

**10. Committee Reports (if any)**

- ED Search Committee- Commissioner Renzella provided a summary of the Cambridge Housing Authority's visit to the WHA.
- Redevelopment Committee- Commissioner Renzella discussed the Wellesley Housing Development Corporation attending January's board meeting seeking support from the WHA.

**11. Resident Community Meeting Update**

- Barton Road – Will be held on January 14 at 6 PM.
- Weston Road - To be scheduled
- Waldo Court/Linden St. – To be scheduled

**12. Old Business**

- Transition to Rockland Trust-update

**13. New Business**

- Approval of Commonwealth of Massachusetts Standard Contract Form- ARPA Earmark for Waldo Court Stairway replacement. - Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Coduri, the motion to approve the standard contract form was passed unanimously by a voice vote.

**14. Other Business** – Consideration of any matter not previously known, or which could not have been reasonably foreseen within 48 hours of this meeting

**15. Adjournment**

- Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Coduri, the motion to adjourn was passed unanimously by a voice vote at 7:43 PM.