

Odessa Sanchez, Chairwoman  
Maura Renzella, Vice Chair, State Appointee  
Lisa Heyison, Treasurer  
Renee Spencer, Resident Member  
Janice Coduri, Member  
Stephen W. Merritt Interim Executive Director



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

## Board Meeting Agenda

Thursday November 21, 2024 – 9:00am

Wellesley Police Department – Kingsbury Room  
485 Washington Street, Wellesley, MA 02482

<https://www.wellesleymedia.org/live-streaming.html>  
View on Local Television on Comcast 8 / Verizon 40

1. **Roll Call**
2. **Introduction of Jennifer Healy – Fiscal Director/Bookkeeper**
3. **Citizen Speak**
4. **Approval of Minutes**
  - a. September 19, 2024 - **Resolution 2024-108**
  - b. October 24, 2024 – **Resolution 2024-109**
5. **Financial Reports**
  - a. Approval of Bill Payments/Check Warrants - **Resolution 2024-110**
  - b. Monthly Financial Statements - August 2024
  - c. Quarterly Financial Statements – September 30, 2024
  - d. Budget Preparation/Board Input
6. **TAR Report by Development (Tenant Accounts Receivable) 9/30/2024**
7. **Modernization Updates and CAP HUB Report**
  - a. Project 324115 Kitchen Fan Replacement – Bids due – 11/22/2024
  - b. Update of Capital Projects
8. **Vacancy Report**
9. **Interim Executive Director's Report**
  - a. Notice of Appeal of FMRs from Dedham Housing Authority
  - b. Pressure Washing of Weston Road Building
  - c. Upcoming planned absences – memo
  - d. Tree damage to resident's vehicle at Washington St.
10. **Chairperson Report**
11. **Committee Reports (if any)**
12. **Resident Community Meeting Update**
  - a. Barton Road - To be scheduled – propose next Board meeting to be held at Barton Community Ctr.
  - b. Weston Road - To be scheduled
  - c. Waldo Court/Linden St. – To be scheduled
13. **Old Business**
  - a. Potential golf cart procurement
14. **New Business**
  - a. HUD Requirements/Status Update
  - b. Report of Meeting with Rockland Trust – (11/20/2024)
15. **Other Business** – Consideration of any matter not previously known, or which could not have been reasonably foreseen within 48 hours of this meeting
16. **Adjournment**



**Wellesley Housing Authority  
Board Meeting Minutes  
Thursday, November 21, 2024- 9:00am  
Wellesley Police Department-Kingsbury Room  
485 Washington Street, Wellesley, MA 02482**

**1. Roll Call** ~ The meeting was called to order at 9:05 am with the following Commissioners present:

Odessa Sanchez, Chair  
Janice Coduri, Commissioner  
Maura Renzella, Commissioner, Vice Chair  
Lisa Heyison, Commissioner, Treasurer

Absent: Commissioner Renee Spencer

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

**2. Introduction of Jennifer Healy- Fiscal Director/Bookkeeper**

**3. Citizen Speak – none**

**4. Approval of Minutes:**

- Resolution #2024-108 September 19, 2024 Minutes - Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to approve the amended September minutes passed unanimously.  
Commissioners Sanchez, Renzella, Coduri, and Heyison voted in favor.
- Resolution #2024-109 October 24, 2024 Minutes- Tabled

**5. Financial Reports**

- a. Approval of Bill Payments/Check Warrants - **Resolution 2024-110**
  - Commissioner Coduri raised a question regarding the amount of the HAP payment made to the Dedham Housing Authority. Steve Merritt confirmed that this was the usual amount paid to DHA to administer WHA's Section 8 program.
  - Resolution #2024-110 Approval of Bill Payments/Check Warrants- 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.  
Commissioners Sanchez, Renzella, Coduri, and Heyison voted in favor.
- b. Monthly Financial Statements - August 2024 were presented for the Board's information.  
No further questions were brought.
- c. Quarterly Financial Statements – September 30, 2024 were presented for the Board's information.. No further questions were brought.
- d. Budget Preparation/Board Input - The chair noted that Fenton, Ewald & Associates will come to future meeting to discuss

**6. TAR Report by Development (Tenant Accounts Receivable) 9/30/2024**

## **7. Modernization Updates and CAP HUB Report**

- a. Project 324115 Kitchen Fan Replacement – Bids due – 11/22/2024
- b. Update of Capital Projects

## **8. Vacancy Report – Presented for Board's information**

## **9. Interim Executive Director's Report**

- a. Notice of Appeal of FMRs from Dedham Housing Authority - HUD has not yet responded with an answer.
- b. Pressure Washing of Weston Road Building – Will be done on Saturday 11/24 by contractor, buildings very much in need of cleaning.
- c. Upcoming planned absences – memo
- d. Tree damage to resident's vehicle at Washington St.

## **10. Chairperson Report**

## **11. Committee Reports (if any)**

- Resolution 2024-111- Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to approve pursuing a second conversation with the Cambridge Housing Authority for a potential management agreement by a voice vote. Commissioners Sanchez, Renzella, Coduri, and Heyison voted in favor.

## **12. Resident Community Meeting Update**

- Barton Road - To be scheduled – propose next Board meeting to be held at Barton Community Ctr.
- Weston Road - To be scheduled
- Waldo Court/Linden St. – To be scheduled

## **13. Old Business**

- Potential golf cart procurement – no offers of gifting by local golf courses at this time.

## **14. New Business**

- HUD Requirements/Status Update
  - i. Annual Plan submitted and accepted
- Report of Meeting with Rockland Trust – (11/20/2024)
  - i. The meeting went very well and bank change will be pursued with an active date of January 1, 2025.

15. **Resolution 2024-112-** Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to switch the WHA's bank from Eastern Bank to Rockland Trust passed by a roll call vote; 4-0. Commissioners Sanchez, Renzella, Coduri, and Heyison voted in favor.

## **Adjournment**

- Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to adjourn the meeting at 10:52 a.m. was passed unanimously. Commissioners Sanchez, Renzella, Coduri, and Heyison voted in favor.