

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 April 17, 2025 – 9:00am

Barton Road Community Center - 107 Barton Road, Wellesley, MA 02481

This is an in-person meeting.

- 1. Roll Call**
- 2. Citizen Speak**
- 3. Approval of Minutes**
 - a. March 27, 2024
- 4. Financial Reports**
 - a. Approval of Bill Payments/Check Warrants
 - b. Monthly Financial Statements – March 2025 (if available)
- 5. TAR Report by Development (Tenant Accounts Receivable) 3/31/2025**
- 6. Modernization Updates and CAP HUB Report**
 - a. Update of Capital Projects
 - b. WHA Projects funded by 40R funding - update
- 7. Vacancy Report – 3/31/2025**
- 8. Interim Executive Director's Report**
 - a. Performance Management Review (PMR) – April 3rd
 - b. Agreed Upon Procedures (AUP) Engagement Letter
 - c. Pet posts installs
- 9. Chairperson Report**
- 10. Committee Reports (if any)**
- 11. Resident Community Meeting Update**
 - a. Weston Road – Date Change - Wednesday April 23, 2025 – 11:00am
 - b. Waldo Court/Linden St. – To be scheduled
- 12. Old Business**
 - a. Approval of Fair Housing Documents (PMR Related)
 - i. Fair Housing Plan
 - ii. Reasonable Accommodation/Modification Policy
 - iii. Language Access Plan
 - b. Transition to Rockland Trust – update
 - c. Library Vending Machine Install update
- 13. New Business**
 - a. Secure Energy Contract Approval – Postponed from March Meeting
- 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**



Wellesley Housing Authority
Board Meeting Minutes
Thursday, April 17, 2025- 9:00am
Barton Road Community Room
107 Barton Road, Wellesley Hills, MA 02481

1. Roll Call ~ The meeting was called to order at 9:01 am with the following Commissioners present:

Maura Renzella, Chair
Lisa Heyison, Commissioner, Treasurer
Odessa Sanchez, Commissioner
Renee Spencer, Commissioner

Absent: Janice Coduri, Vice Chair

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

Chairperson Renzella call the Regular April 2025 Wellesley Housing Authority meeting to order.

MOTION: Commissioner Heyison offered a motion to allow the remote participation of Odessa Sanchez, Commissioner Spencer seconded the motion.

VOTE: AYES: Renee Spencer, Lisa Heyison, Maura Renzella

NAYES: None

2. Citizen Speak – none

3. Approval of Minutes:

March 27, 2025 Minutes

There were two errors noted for correction on the March Minutes, page 1, It was noted that the “Remote Participation” of Maura Renzella and Lisa Heyison was left over from the February meeting, both were present at the March meeting. It was also noted that James Sullivan was present at the March meeting but not listed.

Motion: Lisa Heyison, Second: Renee Spencer

Ayes: Lisa Heyison, Renee Spencer, & Maura Renzella

Vote 3-0

4. Financial Reports

a. Approval of Bill Payments/Check Warrants

Upon a duly made motion by Commissioner Lisa Heyison and seconded by Commissioner Renee Spencer, the motion to approve the Bill Payments/Check Warrant in the amount of \$ 90,452.89 was passed unanimously by a voice vote.

VOTE: AYES: Renee Spencer, Maura Renzella, Lisa Heyison

NAYES: None

Vote 3-0

Noted: Commissioner Sanchez joined the meeting remotely at 9: 07am

5. TAR Report by Development (Tenant Accounts Receivable) 2/28/2025

Mr. Merritt reported that the gross arrearage amount is \$ 58,814.59. This amount is up since last month, not a good trend. He noted that the previous month's totals are also on the report. Chair Renzella questioned the lack of "write offs" in over least two years and asked that we look into getting that updated by the end of the quarter and noted that the first resident listed shows a balance of \$ 15,285 in the rent column, which must be an error. Management will look into it and work with PHA web.

6. Modernization Updates and CAP HUB Report

a. Update of Capital Projects

Document provided.

Chair Renzella asked about the Intercom Panel Replacement that is on the update list. Should it be moved to the CIP and enhanced to include Weston Road and Washington St. ?.

The Barton Road sidewalk repair preconstruction meeting will happen soon. Chair Renzella asked about the timing and concerns about children playing in wet concrete. Commissioner Sanchez raised the concern about machinery and materials being left accessible on site in the evening. Brian mentioned the possibility of the contractor providing a fences area for those materials and equipment. Safety will be a priority. James Sullivan will be the office lead on this project, Brian will be on site as well.

Morton St. Door replacement – Waiting for EOHLC approval of contract, should be momentarily.

Kitchen exhaust fan replacement at Washington St. – looking to start in mid-May.

Chair Renzella asked if the fans would be quieter as the residents have complained about the noise in the past.

Fence Replacement – holding for new design from architect.

Commissioner Heyison left the meeting at 9:13.

- b. The work that was funded by Town Meeting in 2023 with 40R funds has been added to this monthly report. We are waiting for clarification from EOHLC on how this should progress. Mr. Merritt and James Sullivan met with Meghan and Corey about changing the FACP replacement from River St. to Weston Road. Commissioner Sanchez asked about any time limit on spending those funds, no mention from the town.

9. Vacancy Report

Mr. Sullivan gave the report and said that we have 21 vacant units and that two have been leased and one more will be leased tomorrow, which will bring the number down to 18. It was noted that there is no current notice of additional vacancies at the end of the month.

Mr. Merritt referred to the conference with Meghan and Corey about breaking through a couple of units to add space. EOHLC would have to agree due to the potential decrease in the number of units. We will investigate this in more depth.

10. Interim Executive Director's Report

PMR was done on Thursday April 3rd. There were some issues, Chair Renzella asked for clarification of the vacancy percentages. Mr. Merritt explained that the WHA has used waivers which makes the numbers skewed. Desk work is done, Mr. Merritt acknowledged that some management issues were raised, particularly the TARs. The Report was included within the packet. Brian accompanied Will on the inspections and the few work orders that were generated were completed either in 24 hours, (emergency) or within the required time in the instance of routine work orders.

AUP Engagement with Audit Firm – Gary L. DePace CPA, has proposed to perform the 2024 AUP through the presented Engagement letter. The audit will be conducted in person, which will be a benefit to James and Jennifer to be able to speak with the auditor (Donna) on site.

Motion: By Renee Spencer; To engage Gary DePace CPA to perform the Agreed Upon Procedures audit for 2024 for the amount of \$ 5,250.00.

Second: Odessa Sanchez

Ayes: Renee Spencer, Odessa Sanchez, & Maura Renzella

Vote 3-0

Pet Post installation – Brian reported that we have received two posts that will be installed next week at Washington Street.

Commissioner Sanchez observed that there are a number of pets at Barton Road that have not been added to their leases as required by our policy. Mr. Merritt brought up the thought of meeting with the Town to check on the licensed pets and match our records. It is handled through the Town Clerk's office.

9. Chairperson Report

With the procurement of the OWL, we are able to rotate our meetings around other sites. Chair Renzella suggested Weston Road as the site of the May meeting. Parking suggestions were made by the Chair and Commissioner Spencer. May 15, 2025 at Weston Road. The June 19th meeting will have to be rescheduled due to the holiday on that day.

10. Committee Reports (if any)

- a. Commissioner Renzella reported that she had contacted Cambridge Housing Authority, Kevin Braga, and will be sharing some information with him. The timeline would be to get CHA up and running during August with a crossover time with Mr. Merritt. Commissioner Sanchez raised the issue that “happened before with another LHA” about last minute problems with the agreement and what would happen. Several options were discussed.

11. Resident Community Meeting Update

- a. Weston Road – Scheduled for April 23rd (ed note now scheduled for 5/1)
- b. Waldo Court/Linden St. – To be scheduled – hopefully before construction starts on the stairway replacements.

12. Old Business

- a. Mr. Merritt brought the approval of Fair Housing documents (PMR Related) to the board. We do have these plans and policies in our PMR documents, but we have updated some of the language, none of which is a material change in the documents. There are still some edits to make, this action will be brought back to the next meeting.
 - i. Fair Housing Plan
 - ii. Reasonable Accommodation/Modification Policy
 - iii. Language Access Plan
- b. Transition to Rockland Trust-update
Jen Healy updated the board on the progress, we are still waiting for confirmation that the Federal Section 8 money is going into Rockland Trust.

13. New Business

- a. **The Wellesley Public Library vending machine** details are being worked out with Brian Drainville and the maintenance dept. as to what is needed. There will be a community naming contest to name the cabinet. There will be an assortment of books available as well as audio “books”. The cabinet will be available for Barton Road as well as other community residents.

- b. **Secure Energy Contract Proposal**

The proposal from Secure Energy that was discussed at the last meeting was again considered. The Board postponed this discussion indefinitely. Chair Renzella wants to hold off signing a 5-year contract until the management situation is settled.

- c. **Exterior Door Replacement 667-1 Fish # 324114**

The Board was presented with the low bidder for the replacement of exterior doors (22) at 489 Washington Street, the Morton Circle development. References checks have been performed by Gwen Erskine at GCE Architecture and found that the low bidder, North Lawrence Contracting, LLC received positive references. This project was bid with an alternate. The original estimated cost for this project was \$ 95,000. North Lawrence Contracting’s low bid was \$ 120,750 with an additional price of \$ 6,750 for the alternate. The NE RCAT and EOHLIC have approved this bid with the alternate.

Motion: By Renee Spencer; To accept the bid of, and enter into a contract with North Lawrence Contracting, LLC for the Exterior Door Replacement project, with the alternate, (FISH # 324114) in the total amount of \$ 127,500.00, and to authorize the Interim Executive Director, Stephen Merritt to sign said contract.

Second: Odessa Sanchez

Ayes: Renee Spencer, Odessa Sanchez, & Maura Renzella

Vote 3-0

- d. **Town Meeting:** Commissioner Sanchez and Chair Renzella gave updates concerning issues that passed at the recently concluded Wellesley Town Meeting.
 - i. **The W** – an electronic newsletter – will be available on the Town Website (OS)
 - ii. **Condiments and utensils** – are no longer to be include automatically with to go orders from local merchants. “Skip the Stuff” (OS)
 - iii. **The Affordable Housing Trust** - passed (MR)

14. Adjournment

- a. Upon a duly made motion by Commissioner and seconded by Commissioner Sanchez, the motion to adjourn was passed unanimously by a voice vote at 10:43 AM.

Adjournment at 10:21am

Next Meeting: Thursday May 15, 2025, at 9:00am at Weston Road Community Room.