

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



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Board Meeting Agenda

Thursday July 17, 2025 – 7:00pm

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. June 26, 2025
4. **Financial Reports**
 - a. Approval of Bill Payments/Check Warrants
 - b. Monthly Financial Statements – May
5. **TAR Report by Development (Tenant Accounts Receivable) 5/31/2025**
6. **Vacancy Report – 6/30/2025**
7. **Modernization Updates and CAP HUB Report**
 - a. Capital Improvement Plan - for initial approval
 - b. Update of Capital Projects
 - c. WHA Projects funded by 40R funding
 - d. Change Order Approval 324113 Add granite curbing
8. **Annual Plan Discussion**
 - a. Initial discussion and schedule of events and priorities
9. **Interim Executive Director's Report**
 - a. New Liaison from Select Board – Kenneth Largess
 - b. Maintenance Personnel Advertisement Plan
 - c. Support letter for Oulette Park Grant Application
10. **Chairperson Report**
11. **Deputy Executive Director's Report**
 - a. Outdoor Policy
 - b. Transfer policy
 - c. Personnel Policy discussion
 - d. MBI Residential Retrofit Grant Program
12. **Committee Reports (if any)**
 - a. E.D. Search/Mgmt Committee
13. **Resident Community Meeting Update**
 - a. Waldo Court/Linden St. – To be scheduled
14. **Old Business**
 - a. Transition to Rockland Trust – update
15. **New Business**
 - a. Wellesley Municipal Light Plant Issue
 - b. Rent restructuring – Ch 200 & 705
16. **Other Business** – Consideration of any matter not previously known, or which could not have been reasonably foreseen within 48 hours of this meeting
17. **Adjournment**

This meeting will be recorded and available within ten days after via Wellesley Cable at <https://www.wellesleymedia.org> and our website at <https://wellesley-housing.org/>



**Wellesley Housing Authority
Board Meeting Minutes
Thursday, July 17, 2025- 7:00pm
Barton Road Community Room
107 Barton Road, Wellesley, MA 02481**

1. Roll Call ~ The meeting was called to order at 7:03 am with the following Commissioners present:

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

Absent: None

Also Present: Steve Merritt- WHA, James Sullivan - WHA,

Visitors: Jay Prosnitz – Liaison with Wellesley Advisory Committee, Scott Pimental, Resident

2. Citizen Speak – None.

3. Approval of Minutes:

June 26, 2025 Minutes

Correction – spelling in section 11 committee reports, should be Kevin Braga from Cambridge Housing Authority.

Motion: Lisa Heyison, Second: Odessa Sanchez

Unanimous

Vote 5-0

4. Financial Reports

a. Bill Payment/Check Warrant Approval and Monthly Financial Statements

The Chairwoman asked for clarification between two payments, one for Toshiba printer service and the other for Toshiba monthly copier service, Deputy ED Sullivan reported that one was for the in offices printers, the other for the two large copiers/printers that all may access and if the WYND Technologies payment is for the new smoking detectors? (yes) and the Uline payment for outdoor trash can and trash liners. DED Sullivan noted that that is the new trash can outside the community building. Commissioner asked about the supplies for the tenant event. The chair noted that it was for the July 3rd event for Brian's departure.

Motion: Lisa Heyison, Second: Odessa Sanchez

To approve the Bill Payments/Check Warrant in the amount of \$ 107,163.71,

Unanimous

Vote 5-0

b. Mr. Merritt noted to the board that they had the May 31 Financial Reports, but the June 30th reports had just been received this week. He reported that he had discussed with Kim Crow about the financial numbers and that she reported that we were at approximately 50% of expected budgetary numbers, reserves have grown from 50% to 55% both indicators of strong positions at the current time. Noting some red numbers, one is the RSC fee that is paid to the town, due to different fiscal years it looks like a loss to the WHA, but in reality it is a timing issue.

5. TAR Report by Development (Tenant Accounts Receivable) 6/30/2025

The report was presented fully redacted as to identification, but all residents currently with a balance were shown anonymously. There was discussion of some of the posted balances and whether payment agreements had been reached. There has been some confusion with the changes made to the report, DED Sullivan explained the changes.

6. Vacancy Report – 6/30/2025

Deputy Executive Director Sullivan gave the report, there we are down to 11 vacant units from a recent high of 21 with another lease up made today. There are 4 units at Linden St., (Waldo Court), but the construction that is ongoing there, coupled with the parking issues that are inherent on the site, is making lease up impossible. Commissioner Coduri asked about the dates of some of the vacants. There have been several denials of some units, which slows the process way down.

7. Modernization Updates and CAP HUB Report

Updated List of Projects status provided.

Mr. Merritt spoke about the CIP which will be part of the Annual Plan. The printout from EOHLIC had very small print, which will be corrected for the next month.

He spoke of the combining the Formula Funding with the CPA funds and the Chapter 40R funding. Commissioner asked what the 40R money would now go to. Mr. Merritt indicated that we are making a new spending plan, which will need to go to fall Town Meeting for approval of the spending change.

There was discussion of the fire alarm system at Weston Road which is failing fast and has become our top priority for Formula Funding

The upcoming CIP and Annual Plan was also brought up as it is beginning to be worked on with Cyber Sense.

Linden St Stair replacement status

Mr. Merritt reported that the contractor has not been able to locate a manufacturer who prefabs concrete stairways as large as what is there. He has proposed changing to granite steps. This means a return to the Wellesley Design Review committee for approval of the change. We hope to be on their agenda at their next meeting on July 30th. This does not change the two smaller stairways, so those are scheduled to be installed.

Morton Circle Door replacement status

Sample door is due next week for consideration. The NTP has been issued.

Barton Road Sidewalk Repair - Change Order Approval – Change Order # 1 to the Barton Road Sidewalk Repair Project in the amount of \$ 4,998 to excavate, prep work and concrete, provide granite curbing, (ECF Construction)

Motion: Lisa Heyison, Second: Odessa Sanchez

Unanimous

Vote 5-0

Annual Plan – Meeting Dates have been set, we are a little ahead of schedule. We will have meetings at several sites for all residents to be able to attend. The actual Annual Plan meeting will take place in September.

8. Interim Executive Director's Report

New Liaison with the Select Board – Kenneth Largess

Report on the Help Wanted ad for Maintenance Leader position.

Mr. Merritt indicated that he was checking for guidance from the board on what direction they would like to see us proceed. We will see if there are candidates who apply.

Our current staff is performing very well, Evan McGrath has taken the lead role and is doing well. The three full time employees work together very well. We also have two young men working for the summer. They are doing cleaning of hallways and vacant apartments as well as painting railings, doors, and hydrants at the sites. Commissioners asked about the color choice for the Community Room door. (red)

The Wellesley High School robotics club was doing a demonstration last night for kids in the neighborhood.

Support letter sent to the Director of the Natural Resources Commission in support of a grant application to renovation Oulette Park and Playground was noted.

9. Chairperson Report

Noted that Commissioner Coduri will meet with staff about potential CPC projects that funding could be sought for.

Noted that the Reasonable Accommodation Policy is in the packet for consideration next month.

Training update – trouble with logging into the state site to perform the training. Mr. Merritt will follow-up with EOHLC. The current site indicates that they are making a change in the platform which may be causing the problems.

Next month's board – Where does the board want to hold the meeting? It will be a regular morning meeting; Washington St. is the consensus. The August meeting will be the 21st at the regular time of 9:00am.

It was asked whether insurance reimbursement for the two extraordinary vacant remodels might be available. As they were normal turnovers, it is unlikely.

In addition to the Reasonable Accommodation policy, do we want to reconsider the No Smoking Policy to include the detection devices that have been purchased? The WHA purchased 25 devices. The Chairwoman indicated that it would be placed on the August Agenda.

Commissioner Coduri asked about the policy spreadsheet and where the discussions stand.

Commissioner Heyison asked about the reference to direct threat in the Reasonable Accommodation policy, (Procedure 3, paragraph 4) Mr. Merritt indicated that it refers mainly to a threat to the health and safety of others.

10. Deputy Executive Director's Report

Outdoor Policy: Mr. Sullivan reported that he sent out a revised Outdoor Policy for consideration of the board.

Commissioner Heyison asked for clarification on individual requests for approval and that the document language be more understandable for newer people moving in who might not understand the difference between individual and general permissions.

Commissioner Coduri expressed her appreciation for the progress that had been made. There was some discussion about punctuation. The document will undergo a final read and corrective edits.

Motion: Janice Coduri, Second: Odessa Sanchez

To approve the Outdoor Grounds Policy as offered with corrective edits.

Unanimous

Vote 5-0

Transfer Policy – Mr. Sullivan went over the transfer policy that he has rewritten. The chair asked that suggestions be sent to her by August 1 for consideration at the August Board Meeting.

Personnel Policy - Commissioner Coduri and Chair Renzella met to go over 3 different policies. She reported that she went through all three and considers it a first draft. I will be on the August Agenda. The whole Personnel Manual will run about 42 pages. The plan is to organize the document as two different sections, with separation between the operations and the seven to eight separate policies.

Massachusetts Broadband Institute: Mr. Sullivan reported on the meeting that staff had with the Institute. We have entered an application for the next available session. More details to follow.

11. Committee Reports (if any)

Still working with Kevin Braga of the Cambridge Housing Authority, they sent an example agreement over. The board asked how long the contract would be for. . Ray and Allison are present today to meet with staff after the meeting. It was noted that EOHLC may limit the term of any Management Agreement.

12. Resident Community Meeting Update

- a. Waldo Court/Linden St. – To be scheduled

13. Old Business

- a. **Transition to Rockland Trust-update**

We will look to close out the Eastern Bank account by the end of the month, all monies have been moved to Rockland Trust.

14. New Business

WMLP Issue – Mr. Merritt reported on several meetings that had been had.

The latest was 16th with EOHLC during which they approved our request to convert our rent structure to 32% of adjusted family income which would then allow the WHA to pay all utilities at our family sites, Barton Road and Waldo Court. Meetings will be held with residents to inform them of this change.

WMLP was at Barton Road last night, (7/16) to meet with residents in arrears to work on repayment plans with them. WMLP is making better efforts to address the amounts that are expected to be paid by our residents.

There was a discussion on how this will affect the families that we serve and future applications and what may be looked at in the future, including potentially a low income adjustment as well as education opportunities for sustainable practices.

There will be a lease addendum to be signed with residents and a Memo of Understanding with the WMLP.

15. Adjournment

- a. Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Sanchez, the motion to adjourn was passed unanimously by a voice vote at 11:08 AM.

Adjournment at 8:40pm

Next Meeting: Thursday August 21, 2025, at 9:00am at the Washington Street Community Room.