

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 June 26, 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. May 15, 2025
- 4. Financial Reports**
 - a. Approval of Bill Payments/Check Warrants
 - b. Monthly – April 2025 (May - if available)
- 5. TAR Report by Development (Tenant Accounts Receivable) 5/31/2025**
- 6. Vacancy Report – 5/31/2025**
- 7. Modernization Updates and CAP HUB Report**
 - a. Update of Capital Projects
 - i. Weston Road refuse decision
 - b. WHA Projects funded by 40R funding
- 8. Annual Plan Discussion**
 - a. Initial discussion and schedule of events and priorities
- 9. Interim Executive Director's Report**
 - a. Maintenance Personnel Update
 - b. Summer Help
 - c. Barton Road Community Room Improvements – CPA?
- 10. Chairperson Report**
- 11. Deputy Executive Director's Report**
 - a. Outdoor Policy
- 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
 - b. Library Vending Machine Install update
 - c. Personnel Policy discussion (from April)
 - d. Transfer policy
- 15. New Business**
 - a. Wellesley Municipal Light Plant Issue
- 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**



Wellesley Housing Authority
Board Meeting Minutes
Thursday, June 26, 2025- 9:00am
Barton Road Community Room
107 Barton Road, Wellesley, MA 02481

1. Roll Call ~ The meeting was called to order at 9:06 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, Brian Drainville – WHA, Jen Healy- WHA

2 Visitors from Cambridge Housing Authority

2. Citizen Speak – None.

3. Approval of Minutes:

May 15, 2025 Minutes

No questions or corrections were voiced.

Motion: Janice Coduri, Second: Lisa Heyison

Unanimous

Vote 5-0

4. Financial Reports

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

Mr. Merritt explained that the April Monthly reports are included. The May Reports were received just the day before this meeting. He reported that we are at 50% budget expenditures, which is a favorable place to be, as the last month of the budget year there is less expenditure due to the timing. There was discussion of the extraordinary maintenance additional expenses that was mainly caused by the two recent vacancies that took more resources than expected. Discussion revolved around using less expensive flooring in particular, as that has seen a price increase. The consensus of the discussion indicated that LVT (Luxury Vinyl Tile), is the preferred type of flooring to be used instead of carpeting. Brian Drainville described the judgement used in making the decisions made per unit on which flooring to use.

Commissioner Sanchez asked about the line item in extraordinary maintenance about the dog waste stations. It was explained that these were in place at Washington Street and Morton Circle. Mr. Merritt indicated that there is hope to put more in place at Barton Road.

Motion by Commissioner Odessa Sanchez and seconded by Commissioner Janice Coduri

To approve the Bill Payments/Check Warrant in the amount of \$ 234,375.92,

Unanimous

Vote 5-0

5. TAR Report by Development (Tenant Accounts Receivable) 5/31/2025

Commissioner Coduri asked for clarification on the report that is provided to the board, what the different columns relate to. Mr. Sullivan explained the different column titles. Can administration simplify the report.

6. Vacancy Report – 5/31/2025

Deputy Executive Director Sullivan gave the report, there we are down to 13 vacant units from a recent high of 21 with another offer being 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. The construction timeline was questioned, Mr. Drainville said he is hoping for three weeks until substantial completion, but the weather is really playing havoc with the ability of the contractor to gain ground on the timeline.

The Chairwoman complimented the maintenance dept on the entry setup through the back doors and the setup of mailboxes etc in the rear door entry during this process. Mr. Merritt complimented James on the filling of the vacancies. James complimented Jen on her taking up much of the recertifications during his absence and since which has freed up his time to focus more on the vacants.

7. Modernization Updates and CAP HUB Report

Document provided.

Mr. Merritt pointed out that the weather also delayed the start of the Barton Road Sidewalk renovation project, but that the contractor had shown up on site this week. The chair noted that the work is replacing deteriorating sidewalks.

There will be a change order due to add concrete that was missed on the drawings.

The contractor will also put a pad in at Washington Street, off of the contract, which will be for our shed replacement.

Commissioner Sanchez raised the issue of the children being out of school and they are naturally curious about the work being done and getting too close to the dust and work. The office will reiterate to the contractor that children should be asked to move further away by the contractor and his employees. Commissioners Sanchez and Spencer asked that we pay more attention to the communication to residents about the work.

The Capital Projects Update addresses the other work that is ongoing or planned. Particular attention was directed to the Weston Road site work, Brian and Steve will meet with the architect about the trash collection moving to toters with pick up being done on Route 9. The plan will also open a few parking spots which are badly needed and will result in the removal of the dumpster.

Commissioner Spencer asked about the plan for where the trees were removed. Brian added the Details. Mr. Merritt took the blame for the delay in the fence replacement in order to formulate a better solution to the site challenges.

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

8. Interim Executive Director's Report

Mr. Merritt reported that Brian Drainville will be leaving the WHA next week as he has accepted a new position at the Franklin Housing Authority. Brian thanked the board for the opportunity to make a difference at the WHA. The board members thanked Brian and wished him well. Brian's connection with the residents was mentioned as a strong positive attribute that Brian has. A notice will be distributed tomorrow letting residents know.

Mr. Merritt told the board that in the interim Evan McGrath will be the group leader of the Maintenance Dept.

Mr. Merritt also reported that two young people have been hired for summer help. The names came off of the DPW wait list.

CPC Application: Commissioner Coduri asked when there would be a list of priorities for the CPC board to consider. We will aim for August, in conjunction with our CIP.

A trash barrel will be installed in the next day or so outside the community room entry.

9. Chairperson Report

Chair Renzella reported we have two commissioners who need to complete the State Mandated training exercise online. The certification is good for two years.

Overhoused/Underhoused policy – This is included in the ACOP, Admissions and Continued Occupancy Policy.

Accessibility Requirements: Mr. Sullivan spoke of the accessibility requirements and had consulted with a building inspector about whether the work at Weston Road would trigger full compliance with new code. He has been advised that it does not meet that threshold.

Rotary Contact: The Chair was contacted by the Rotary about a Farmer's Market for 8 consecutive weeks. They will be offering food to WHA residents each Monday, any left over will be given out to those who are on a wait list those evenings. A flyer will be sent out and the Chair will continue to meet with them.

Reasonable Accommodation Policy will be brought to the July meeting for updating.

Summer Meeting Dates:

Chairwoman Renzella asked that the dates be adjusted for July and August due to her work commitments. Moving to an evening meeting was discussed. The July meeting will be the 17th in the evening at 7:00pm at Barton Road. Staff will send out notice to residents.

The August meeting will be the 21st at the regular time of 9:00am.

10. Deputy Executive Director's Report

Outdoor Policy: James reported that he sent out a revised Outdoor Policy for consideration of the board. Commissioner Heyison asked if each site should have specific policies. Mr. Sullivan noted that many issues are similar. The site-specific items will be considered and the policy modified. Items such as basketball hoops, allocation of outdoor faucets, unallowable items, trampolines and others were discussed. Clarification of time frames was suggested to be included in the policy. The board asked staff to discuss and bring back to the board the process for enforcement.

11. Committee Reports (if any)

Still working with Kevin Bracha of the Cambridge Housing Authority for a draft management agreement. Ray and Allison are present today to meet with staff after the meeting.

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 in July after all monies have been moved to Rockland Trust.

- b. **The Wellesley Public Library vending machine** was after the meeting ended as the truck had broken down enroute.

Our IT company, Intellbeam has been working with the vendor and is ready to go.

14. New Business

Personnel Policy – Commissioner Coduri and Chair Renzella will be working on the policy as they have found the original policy.

Transfer Policy – The transfer policy is within the ACOP. James will rewrite the policy in a simpler form for the next meeting.

WMLP Issue – Mr. Merritt reported on a meeting with the WMLP concerning the billing of our residents at the family developments. The Chair also met with the WMLP Chair separately. Options are being looked at including an initiative with EOHLC. Meetings have also been held with the Wellesley Executive Director and Assistant as well as with Representative Peisch. Discussion went on about what has happened in the past. Further discussions will be held.

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 11:08am

Next Meeting: Thursday July 17, 2025, at 7:00pm at the Barton Road Community Room.