

*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 March 27, 2025 – 9:00am

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

This is an in-person meeting.

1. **Roll Call**
2. **Annual Meeting of the Wellesley Housing Authority**
 - a. **Approval of Annual Meeting Minutes of March 23, 2023**
 - b. **Election of Officers**
 - i. **Chairperson**
 - ii. **Vice-Chairperson**
 - iii. **Treasurer**
3. **Regular Monthly Meeting – March 2025**
4. **Citizen Speak**
5. **Approval of Minutes**
 - a. February 20, 2024
6. **Financial Reports**
 - a. Approval of Bill Payments/Check Warrants
 - b. Monthly Financial Statements – January/February 2025
 - c. Budget Meeting with Kim Crow of Fenton, Ewald & Associates
7. **TAR Report by Development (Tenant Accounts Receivable) 1/31/2025**
8. **Modernization Updates and CAP HUB Report**
 - a. EOHLC Contract for Financial Assistance (CFR) 5001
 - i. Amendment # 11 Approval
 - b. Contract with ECF Construction, LLC for the Sidewalk Reconstruction at Barton Road
 - c. Update of Capital Projects
9. **Vacancy Report – 2/28/2025**
10. **Interim Executive Director's Report**
 - a. Resident issues at River St.
 - b. Performance Management Review (PMR) – April 3rd
11. **Chairperson Report**
12. **Committee Reports (if any)**
13. **Resident Community Meeting Update**
 - a. Weston Road – Wednesday April 16, 2025 – 11:00am
 - b. Waldo Court/Linden St. – To be scheduled
14. **Old Business**
 - a. Transition to Rockland Trust - update
15. **New Business**
 - a. Approval of Contracts with Fenton, Ewald, & Associates for Accounting Services
 - b. Secure Energy Contract Approval – Available at meeting
 - c. Liaison Role and Assignments to WHA Board
 - d. Library Vending Machine Proposal
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, March 27, 2025- 9:00am
Barton Road Community Room
107 Barton Road, Wellesley Hills, MA 02481

1. Roll Call ~ The meeting was called to order at 9:02 am 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, Brian Drainville – WHA, Jen Healy- WHA

1. Annual Meeting of the Wellesley Housing Authority

- a. Chairperson Odessa Sanchez opened the 2025 Annual Meeting of the Wellesley Housing Authority
- b. Approval of Annual Meeting Minutes of March 23, 2023
Commissioner Maura Renzella made a motion to approve the minutes of the Annual Meeting of March 23, 2023. Commissioner Lisa Heyison seconded the motion.

VOTE: AYES: Renee Spencer, Janice Coduri, Maura Renzella, Lisa Heyison, & Chair Odessa Sanchez
NAYES: None **Vote 5-0**

2. Election of Officers: A slate of officers was offered,

- i. **Chairperson** – Maura Renzella
- ii. **Vice-Chairperson** – Janice Coduri
- iii. **Treasurer** – Lisa Heyison

MOTION: Commissioner Renee Spencer made a motion to accept the slate of officers as presented

VOTE: AYES: Renee Spencer, Janice Coduri, Maura Renzella, Lisa Heyison, Chair Odessa Sanchez
NAYES: None **Vote 5-0**

MOTION: Commissioner Maura Renzella made a motion to adjourn the Annual Meeting, Seconded by Commissioner Lisa Heyison. **Vote 5-0**
On a voice vote:

Regular Monthly Meeting – March 2025

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

Roll having previously called it was passed:

2. Citizen Speak – none

3. Approval of Minutes:

February 27, 2025 Minutes Motion: Lisa Heyison, Second: Janice Coduri **Vote 5-0**

There were several typographical errors suggested for correction, page 2, section 4 – C Change February meeting to March, page 3, Section 10, insert the work CHAMP after “what”.

Motion: Lisa Heyison, Second: Janice Coduri

VOTE: AYES: Renee Spencer, Janice Coduri, Maura Renzella, Lisa Heyison, Chair Odessa Sanchez
NAYES: None **Vote 5-0**

4. Financial Reports

a. Approval of Bill Payments/Check Warrants

Upon a duly made motion by Commissioner Lisa Heyison and seconded by Commissioner Janice Coduri, the motion to approve the Bill Payments/Check Warrant in the amount of \$ 173,983.38 was passed unanimously by a voice vote.

VOTE: AYES: Renee Spencer, Janice Coduri, Maura Renzella, Lisa Heyison, Chair Odessa Sanchez

NAYES: None

Vote 5-0

b. Monthly Financial Statements

The Financial Statements for the months of January and February were presented, it was noted that the 2025 Budget was not applied to those statements as it is on tonight's agenda.

c. Budget Meeting with Kim Crow of Fenton, Ewald & Associates.

Ms. Crow presented the FY2025 WHA Budget for the board's approval. Explanation, Questions, and discussion went on for approximately an hour. It was noted that this is the first year without a budget for the MRVP Program as the WHA sent its only voucher to reassignment to Mass. Housing. The 4001 Budget shows projected income of \$ 2,256,139 inclusive of \$ 926,599 in Subsidy from the Commonwealth. It also reflects projected spending in the amount of \$2,152,421. It was noted that the Non-Routine Expenses are considerably higher than previous years, Mr. Merritt noted that there is need there that had not been addressed in previous years.

The board held a vigorous discussion about the budget items, including the salary structure, maintenance salaries as set by the Division of Labor Standards, several extra ordinary maintenance items and contract costs.

Commissioner Odessa Sanchez moved that the proposed Operating Budget for State Aided Housing of the Wellesley Housing Authority, (Chapter 200 667), Program Number 4001 for the fiscal year ending 12/31/2025 showing total revenue of \$ 2,256,139 and Total Expenses of \$ 2,152,421 thereby requesting a subsidy of \$ 926,599, and further that the Executive Director's total annual salary of \$ 104,768 for fiscal year ending 12/31/2025 be submitted to the Executive Office of Housing and Livable Communities for its review and approval. Lisa Heyison seconded the motion which, upon rollcall was passed by a vote of **4 for to 1 Against**.

VOTE: AYES: Renee Spencer, Janice Coduri,, Lisa Heyison, Chair Odessa Sanchez

NAYES: Maura Renzella

Vote 4-1

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

Mr. Merritt reported that the gross arrearage amount is \$ 39,069.11. This amount is down a little since last month, a good trend. He noted that the previous months totals are also on the report as suggested by Commissioner Coduri at the last meeting. 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.

6. Formula Funding Award – Contract for Financial Assistance, (CFA)

Mr. Merritt offered to the board Amendment # 11 to the CFA from EOHLC which adds two years of Formula Funding Awards and an Aging in Place Award to our contract with the Commonwealth.

FFA FY2027 - \$ 305,987.07, FFA FY2028 - \$ 332,594.64, and AIP award - \$ 26,600. Total \$ 665,181.71

Motion: Lisa Heyison moved that the Wellesley Housing Authority accept and approve Amendment # 11 to the Contract for Financial Assistance in the amount of \$ 665,181.71 and authorize the Chairwoman to effectuate the electronic signing of the document. **Second:** Janice Coduri

VOTE: AYES: Renee Spencer, Janice Coduri, Lisa Heyison, Odessa Sanchez, Chair Maura Renzella

NAYES: None

Vote 5-0

7. Contract with E.C.F Construction LLC Inc.

Motion: Lisa Heyison moved that the Wellesley Housing Authority enter into a contract with E.C.F. Construction LLC to Reconstruct the concrete sidewalk at Barton Road. The Engineering firm of Allen & Major performed the specifications and the bidding process and has also performed the reference checks. The contract is in the amount of \$ 78,042.00. This motion is based on the recommendation from Allen & Majors and from the recommendation of the RCAT program NE Region. **Second:** Janice Coduri

VOTE: AYES: Renee Spencer, Janice Coduri, Lisa Heyison, Odessa Sanchez, Chair Maura Renzella

NAYES: None

Vote 5-0

8. Modernization Updates and CAP HUB Report

a. Update of Capital Projects

Document provided.

Morton St Exteriors Bids due in one week

Tree Removal is done, stump grinding is in process.

b. Commissioner Coduri asked about the work that was funded by Town Meeting in 2023 with 40R funds. She will send the worksheet to Mr. Merritt which shows what was funded. Mr. Merritt indicated that those jobs will be on the report next month and he will speak to the RCAT and EOHLC to determine the proper path to get the work moving

9. Vacancy Report

Mr. Merritt gave the report and said that we have too many vacant units and spoke of the difficulties of utilizing the CHAMP system. Total vacancies as of March 31st is 17, but several more are now vacant and will appear on the next report.

10. Interim Executive Director's Report

Mr. Merritt discussed the issue at River Street concerning one particular resident disrupting the quiet enjoyment of other residents.

PMR scheduled for Thursday April 3rd. Desk work is done, Mr. Merritt acknowledged that some management issues will be raised, particularly the TARs.

9. Chairperson Report

Chair Renzella will activate the Action Item list that was previously used and we will get back to reviewing the WHA policies. In particular at this time the Outdoor Policy is very timely to look into. Review of the Personnel Policy is also in need of completion.

10. Committee Reports (if any)

- a. Commissioner Renzella reported that she and her contact with Cambridge Housing Authority, Kevin Braga, about what the WHA needs in a management contract, and she would like a vote by the board to enter into negotiations with the CHA now that James is back.

Motion: By Renee Spencer, To allow Chairwoman Renzella and Commissioner Coduri to begin management negotiations with Cambridge Housing Authority.

Second: Lisa Heyison

Vote 5-0

11. Resident Community Meeting Update

- a. Weston Road – Scheduled for April 16th
- b. Waldo Court/Linden St. – To be scheduled

12. Old Business

- a. Transition to Rockland Trust-update
Jen Healy reported that the process is still moving along, the State money is now going into Rockland. There was a discussion about using checks versus electronic payments, Jen has checked with our IT person as some of our subscriptions with computer entities have been by e-payments, but he indicated that many of his housing authorities to receive paper invoices and then pay by check. Chair Renzella recalled the problems that we encountered after the departure of the prior Finance Director and indicated that it is probably better that we stay with checks. Mr. Merritt also strongly recommended that we stay with the checks.

13. New Business

a. Accounting Contracts

Mr. Merritt presented two contract from Fenton, Ewald, and Associates to perform Fee Accounting duties for FY 2025. One contract is for servicing our HUD HCV program and the other is for the State 4001 program.

Motion: By Lisa Heyison, To enter into the annual accounting contracts with Fenton, Ewald, & Associates as presented.

Second: Janice Coduri

Vote 5-0

b. Secure Energy Contract Proposal

Mr. Merritt presented to the Board a proposal from Secure Energy to enter into their purchasing program to buy natural gas. He reports that these programs are common for LHAs to have had in place for many years, Secure Energy is one of the providers, Power Options is another provider. A motion was offered by Commissioner Heyison, Seconded by Commissioner Sanchez. The chair asked for discussion and there were several comments, more time was asked to consider the proposal. As discussion went on, more questions were brought forward. The motion was withdrawn by the maker, and accepted by the second, action was postponed until April.

c. Liaison Role and Assignments to WHA Board

Commissioner Sanchez discussed the role of the Select Board liaison and that we had not had any contact with the previous liaison and she was curious as to who was appointed and what the relationship is expected to be. Chairwoman Renzella will reach out to the Chair of the Selectboard for clarification. Commissioner Sanchez reported that she did receive an email from the Select Board chair indicating that Marjorie Freiman is the liaison to the WHA. Commissioner Sanchez did request a meeting with the Select Board, but the Select Board chair did not think that was necessary.

- d. Chair Renzella reported that the Wellesley Public Library has procured funding which will make a library vending machine available to place in the Barton Road Community Center. She spoke of the need and desire for such a service and how the library will monitor and operate the machine.

Motion: By Odessa Sanchez, To accept the offer from the Library of the vending machine and authorize WHA staff to provide any accoutrements necessary for its operation, such as electric outlet and wifi connection.

Second: Janice Coduri

Vote 4-0

It was noted by the Chair that Commissioner Heyison had to leave at 11:50am

14. Adjournment

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

Adjournment at 10:12am

Next Meeting: Thursday April 17, 2025, at 9:00am