

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



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## Board Meeting Agenda

Thursday August 21, 2025 – 9:00am

Washington Street Community Center – 505 Washington Street, Wellesley, MA 02481

This is an in-person meeting.

- 1. Roll Call**
- 2. Citizen Speak**
- 3. Approval of Minutes**
  - a. July 17, 2025
- 4. Financial Reports**
  - a. Approval of Bill Payments/Check Warrants
  - b. Monthly Financial Statements – June
- 5. TAR Report by Development (Tenant Accounts Receivable) 7/31/2025**
- 6. Vacancy Report – 7/31/2025**
- 7. Modernization Updates and CAP HUB Report**
  - a. Capital Improvement Plan
  - b. Update of Capital Projects
    - i. Certification of Substantial Completion # 324113 (Barton Road Sidewalks)
  - c. WHA Projects funded by 40R funding
- 8. Annual Plan Discussion**
  - a. Discussion and schedule of events and priorities – Notice Period
- 9. Interim Executive Director's Report**
  - a. Maintenance Personnel
- 10. Deputy Executive Director's Report**
  - a. Smoking Policy for review
  - b. Water damage at Weston Road
- 11. Committee Reports (if any)**
  - a. E.D. Search/Mgmt Agreement Committee
    - i. Management Agreement with Cambridge Housing Authority – Discussion and Vote
- 12. Resident Community Meeting Update**
  - a. Waldo Court/Linden St. – To be scheduled after stairs are completed
- 13. Old Business**
  - a. Closeout of Eastern Bank Accounts
  - b. Wellesley Municipal Light Plant Issue
  - c. Rent restructuring – Ch 200 & 705 – Resident meeting report
- 14. New Business**
  - a. Approval of 32% Lease Addendum
  - b. Town Meeting Article – CH 40R Funds
- 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, September 18, 2025- 9:00am  
Barton Road Community Room  
107 Barton Road, Wellesley, MA 02481**

**1. Roll Call** ~ The meeting was called to order at 9:04 am with the following Commissioners present:

Maura Renzella, Chair  
Janice Coduri, Vice Chair  
Lisa Heyison, Commissioner, Treasurer  
Renee Spencer, Commissioner  
Odessa Sanchez, Commissioner  
**Absent:** None

**Also Present:** Steve Merritt- WHA, James Sullivan - WHA, Jennifer Healy – WHA, Evan McGrath – WHA

Visitors: None

**2. Citizen Speak** – No one appeared.

**3. Approval of Minutes:**

**August 21, 2025 Minutes**

**Motion: Lisa Heyison, Second: Odessa Sanchez**

**Unanimous**

**Vote 5-0**

**4. Financial Reports**

a. Bill Payment/Check Warrant Approval

**Motion: Janice Coduri, Second: Renee Spencer**

To approve the Bill Payments/Check Warrant in the amount of \$ 154,143.38

**Unanimous**

**Vote 5-0**

**Monthly Financial Statements** – July + August included

**Bad Debt Write Offs** – 3<sup>rd</sup> quarter

**Motion: Lisa Heyison, Second: Janice Coduri** To approve the write off of uncollectable debt in the amount of \$ 60,063.70

**Unanimous**

**Vote 5-0**

**5. TAR Report by Development (Tenant Accounts Receivable) 8/31/2025**

Mr. Sullivan presented the TAR report, a total of \$ 27,129.22 in Active arrears. There are active repayment agreements totaling \$ 82,665.06 in place

**6. Vacancy Report – 8/31/2025**

There are currently 15 total vacant units – 6 Family

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

**Updated List of Projects** - status provided.

**Barton Road Sidewalk Repair** – Job has been completed, including replacement of the grass berms around the concrete

### **40R Funded work:**

Deputy Director Sullivan reported that RCAT is preparing job buildout for the items.

**Fish # 324113 – Barton Road Sidewalk Repairs Certificate of Substantial Completion**

**Motion: Lisa Heyison, Second: Odessa Sanchez**

**Unanimous**

**Vote 5-0**

**Fish # 324113 – Barton Road Sidewalk Repairs Certificate of Final Completion and release of Payment # 3 in the amount of \$ 4,152.00**

**Motion: Lisa Heyison, Second: Odessa Sanchez**

**Unanimous**

**Vote 5-0**

**Annual Plan** – The Annual Plan meeting was held prior to this meeting. There were no additional comments from the public or WHA residents. The Annual Plan as previously presented in draft form is now offered for approval by the Board.

**Motion: By Lisa Heyison to submit the Annual Plan to EOHLC. Second: Odessa Sanchez**

**Unanimous**

**Vote 5-0**

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

Mr/ Merritt's contract is on a month-to-month basis now, in accordance with EOHLC regulations.

**Motion: Lisa Heyison** moved that the board extend Mr. Merritt's contract through the month of October. **Second: Odessa Sanchez** . **Vote: 5-0**

**EOHC Letter** - There was discussion about an email from EOHLC concerning vacancy rate. Mr. Sullivan had discussion with them and both parties are satisfied that the WHA is moving in the proper manner.

**Maintenance Personnel** – Interviews with a candidate for the vacant Maintenance Laborer position are scheduled on September 23<sup>rd</sup>. Chairwoman Renzella will participate..

**Security Camera Update** – The cameras at River Street are now fully operational.

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

Mr. Sullivan reported on water damage at Barton Road which will require repairs to a portion of the roof at 103 Barton Road.

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

- a. E.D. Search/Mgmt Agreement Committee
  - i. Management Agreement with Cambridge Housing Authority – Implementation Plans

## **11. Resident Community Meeting Update**

- a. Waldo Court/Linden St. – Tuesday September 23<sup>rd</sup>, 5:00pm if concrete work is completed

## **12. Old Business**

- a. Smoking Policy

**Motion: Lisa Heyison to approve the revised Smoking Policy offered at the August meeting.,**

**Second: Odessa Sanchez**

**Unanimous**

**Vote 5-0**

**13. New Business**

- a. HUD Annual Plan – Mr. Merritt reports that the HUD Annual Plan has been initiated.

**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**

- a. Upon a duly made motion by Commissioner Coduri and seconded by Commissioner Spencer, the motion to adjourn was passed unanimously by a voice vote at 10:25 AM.

**Next Meeting:** Thursday October 16, 2025, at 9:00am at the Barton Road Community Center.