

**Wellesley Housing Authority
Board Meeting Minutes
Thursday, October 16, 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
Odessa Sanchez, Commissioner
Absent: Renee Spencer, Commissioner

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

Visitors: None

2. Citizen Speak – None.

3. Approval of Minutes:

September 18, 2025 Minutes – Regular and Annual Plan Meeting

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

Vote 4-0

4. Financial Reports

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

To approve the Bill Payments/Check Warrant in the amount of \$ 233,897.65

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

Vote 4-0

Monthly and Quarterly Financial Statements – September & 3rd Quarter

Initial Budget Discussion:

The timing of budget preparation and submittal was discussed. Meeting with Kim Crow of Fenton, Ewald & Associates will be scheduled for later in the year.

5. TAR Report by Development (Tenant Accounts Receivable) 9/30/2025

Mr. Sullivan presented the TAR report with a total of \$ 25,288.96 in Active arrears. There are active repayment agreements with balances totaling \$ 79,716.06 in place

6. Vacancy Report – 9/30/2025

Mr. Sullivan reported that there are currently 15 vacancies. There are varying reasons including overhoused/underhoused transfers pending, Reasonable accommodation requests pending, and the Waldo Court hold for construction units.

7. Modernization Updates and CAP HUB Report

Updated List of Projects status provided.

Morton Circle Door replacement status

Mr. Merritt reported that the sample for the doors has not been available yet.

Weston Road Paving/Fence replacement

Mr. Merritt reported that Allen & majors is working on the completion of construction/bidding documents. It is the intent that three projects will be combined, Fish # 324116, and # 324100 will get folded into # 324087, we are awaiting EOHLC approval on that aspect.

Linden St Stair replacement status

Mr. Merritt reported that there are problems with the completion of this project. The contractor was forced to re-pour the two side building stairs, (building 1 + 2) and make corrections on the large stairway at building # 3. The work has been less than stellar and caused the delay in fully occupying the buildings due to the ongoing work. This job could end up in litigation.

40R Funded work:

Deputy Director Sullivan reported since there is no need to reprogram these funds, we are working to move the work, particularly the new FACP at Weston Road and the Morton Circle community center accessibility work.

8. Interim Executive Director's Report

Mr. Merritt included in the meeting documents an organization chart of the WHA, per request.

Mr. Merritt proposed a stipend be paid to Evan McGrath for his performance as the interim Maintenance Supervisor over the last three months until his permanent appointment in September. The proposed amount to be \$ 2,000.00, which is comparable to what he would have received if he had been appointed to the permanent position during the interim period. For clarity, the stipend is treated as regular salary with withholding for taxes and pension only.

Motion to approve stipend for Evan McGrath:

Lisa Heyison, Second: Odessa Sanchez

Unanimous

Vote 4-0

Mr. Merritt informed the board that Mr. Joshua Davis has been hired to fill the Maintenance Laborer position. He will start on Monday October 20, 2025.

At this point, two of the Cambridge Housing Authority management team members joined the meeting and were introduced and invited to speak. Mr. Ray Morales, District Manager, and Alison Morneau, District Manager for Wellesley joined the meeting via zoom.

9. Deputy Executive Director's Report

Mr. Sullivan reported on roof leak at Barton Road. Vareika Construction will be making the necessary repairs on the roof and structure this month.

Mr. Sullivan reported on the water damage incident at Weston Road which caused damage to the first-floor unit's bathroom. The work will begin next week on rebuilding the bathroom ceiling and wall and installing a shower stall.

10. Committee Reports (if any)

The Agreement with Cambridge has been signed by both parties and the CHA will begin their duties on October 31, 2025.

11. Resident Community Meeting Update

- a. Waldo Court/Linden St. – This meeting has been postponed due to the ongoing construction work on the cement stairways. There is no community space and the plan was to hold a meeting with residents outside. The absence of a safe space make that impossible at this time.

12. Old Business

a. HUD Annual Plan

The Annual Plan for HUD will be filed next week. Since the WHA has only Housing Choice Vouchers, (14) the report is simply the acknowledgement that the WHA will comply with the PHA Plans and Related Regulations. The certification is signed by the Executive Director and the WHA Chair and then uploaded by the ED.

b. Payment Standards

PAYMENT STANDARDS	
Effective 12/1/2025	0 BR
	2476
% of FY26 FMR	105%

1BR	2BR	3BR	4BR
2599	3088	3702	4088
105%	105%	105%	105%

The WHA adopts the payment standards above and offered in memo from the Dedham Housing Authority

Motion: Lisa Heyison, Second: Odessa Sanchez

Unanimous

Vote 4-0

13. New Business

CHA Introductions were done earlier in the meeting, during the Interim Executive Director's report to allow Ray and Alison to go back to their training program.

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 10:15 AM.

Next Meeting: Thursday November 20 2025, at 9:00 at the Barton Road Community Center.