



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Board Meeting Agenda

Thursday October 24, 2024 – 9:15am – immediately following the
WHA Annual Plan Meeting

Wellesley Police Department – Kingsbury Room
485 Washington Street, Wellesley, MA 02482

<https://www.wellesleymedia.org/live-streaming.html>

View on Local Television on Comcast 8 / Verizon 40

1. **Roll Call**
2. **Citizen Speak**
3. **Approval of Minutes**
 - a. August 7, 2024 - **Resolution 2024-88**
4. **Financial Reports**
 - a. Approval of Bill Payments/Check Warrant - **Resolution 2024-99**
 - b. Monthly Financial Statements July 2024
5. **TAR Report by Development (Tenant Accounts Receivable) 9/30/2024**
6. **Modernization Updates and CAP HUB Report**
 - a. Change Order Approval and Final Closeout Project 324104 **Resolution 2024-100**
 - i. Morton Circle walkways
 - b. Substantial Completion and Final Closeout– Project 324112 – **Resolution 2024-103**
 - i. River St. and Weston Road DHW heaters
 - c. Rejection of Bids – Project 324115 Kitchen Fan Replacement - **Resolution 2024-104**
7. **Vacancy Report**
8. **Interim Executive Director’s Report**
 - a. Donation of OWL camera and microphone system - **Resolution 2024-105**
 - b. Notice of Appeal of FMRs from Dedham Housing Authority
9. **Chairperson Report**
10. **Committee Reports (if any)**
11. **Resident Community Meeting Update**
 - a. River Street – Held 10/9/2024
 - b. Washington Street / Morton Circle – Held 10/22/2024
 - c. (Barton Road, d. Weston Road, e. Waldo Court/Linden St. – To be scheduled)
12. **Old Business**
 - a. Proposal for 20 ft container for maintenance storage of seasonal equipment. **Resolution 2024-106**
 - b. Approval of WHA Annual Plan for Fiscal Year 2025 - **Resolution 2024-107**
13. **New Business**
 - a. Discussion of possible procurement of golf cart for Barton Road
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**

Wellesley Housing Authority

Board Meeting Minutes

Thursday October 24, 2024 – 9:00 am

Immediately following WHA Annual Plan Meeting

Wellesley Police Department – Kingsbury Room

485 Washington Street, Wellesley, MA 02482

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1. Roll Call~ The meeting was called to order at 9:11am with the following Commissioners present:

Odessa Sanchez, Chair

Renee Spencer, Commissioner

Maura Renzella, Commissioner, Vice Chair

Janice Coduri, Commissioners

Lisa Heyison, Commissioner, Treasurer

Also present : James Sullivan – WHA, Brian Drainville- WHA, Jay Prosnitz- Advisory Liaison

2. Citizen Speak- None

3. Approval of Minutes

a. August 7, 2024 - Resolution 2024-88

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to approve the August 7th minutes was passed unanimously by a roll call vote.

Maura Renzella – Yes

Janice Coduri – Yes

Lisa Heyison – Yes

Renee Spencer – Yes

Odessa Sanchez - Yes

4. Financial Reports

a. Approval of Bill Payments/Check Warrant - Resolution 2024-99

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion to approve the bill payments/ check warrant was passed unanimously by a roll call vote.

Janice Coduri – Yes

Lisa Heyison – Yes

Renee Spencer – Yes

Maura Renzella – Yes

Odessa Sanchez - Yes

b. Monthly Financial Statements July 2024

James Sullivan gave an operational budget overview.

5. TAR Report by Development (Tenant Accounts Receivable) 9/30/2024

James Sullivan presented the TAR report and noted that some legal actions are in the process for outstanding rent balances.

Commissioner Coduri requested clarification on 667 Zero balance indicators.

6. Modernization Updates and CAP HUB Report

a. Change Order Approval and Final Closeout Project 324104 Resolution 2024-100

i. Morton Circle walkways

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion was passed unanimously by a voice vote.

b. Substantial Completion and Final Closeout– Project 324112 – Resolution 2024-103

i. River St. and Weston Road DHW heaters

c. Rejection of Bids – Project 324115 Kitchen Fan Replacement - Resolution 2024-104

Commissioner Maura Renzella requested an explanation on the rejection of the bids. James Sullivan presented that the lowest bid was 177,000 , 8,300 more than projected for budget. Sullivan notes that there was confusion with another quote sent to contractors. Sullivan is waiting for a new plan and bid to be sent over the next few months.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion was passed unanimously by a voice vote.

7. Vacancy Report- James Sullivan – WHA

As of October 17, 2024 the WHA has 14 total vacancies. 8 at our elderly/ disabled properties, 3 at Barton Rd, and 3 at Waldo Court.

8. Interim Executive Director’s Report- Sullivan read the report submitted by Steve Merritt, Interim Executive Director – WHA

Highlight- Welcome Jen Healy who was hired to be the WHA Financial coordinator and bookkeeper October 28th, 2024 will be her first day.

a. Donation of OWL camera and microphone system - Resolution 2024-105

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion was passed unanimously by a voice vote.

b. Notice of Appeal of FMRs from Dedham Housing Authority

9. Chairperson Report

Chairwoman Sanchez thanked the CPC and the offices of Alice Peisch, Senator Cynthia Creem, Town Executive Director, Megan Jop, helping to push legislation to allow WHA to accept CPC funding for future projects.

Jay Prosnitz- was introduced formally as the new liaison to the Wellesley Advisory Board.

10. Committee Reports

a. Executive Director search- Commissioners Renzella and Coduri presented their progress with the search for a permanent E.D.

11. Resident Community Meeting Update- James Sullivan - WHA

a. River Street – Held 10/9/2024

b. Washington Street / Morton Circle – Held 10/22/2024

c. (Barton Road, d. Weston Road, e. Waldo Court/Linden St. – To be scheduled)

12. Old Business

a. Proposal for 20 ft container for maintenance storage of seasonal equipment. Resolution 2024-106

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion was passed unanimously by a voice vote.

b. Approval of WHA Annual Plan for Fiscal Year 2025 - Resolution 2024-107

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the motion was passed unanimously by a roll call vote as follows:

Janice Coduri – Yes

Lisa Heyison – Yes

Renee Spencer – Yes

Maura Renzella – Yes

Odessa Sanchez - Yes

13. New Business

a. Discussion of possible procurement of golf cart for Barton Road- Commissioner Heyison gave a report on her research on the possibility of WHA acquiring a Golf Cart.

The board was interested and presented pros and cons to the proposal.

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 Renzella and seconded by Commissioner Heyison, the motion to adjourn was passed unanimously by a voice vote at 9:56am.