

Wellesley Housing Authority  
Board Meeting Minutes  
Thursday, January 16, 2025- 9:08am  
Barton Road Community Room  
107 Barton Road, Wellesley Hills, MA 02481

**1. Roll Call** ~ The meeting was called to order at 9:07 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- WHA, Brian Drainville – WHA, Jen Healy- WHA, Jay Prosnitz – Wellesley Advisory Committee Liaison, Marjorie Freiman – Vice Chair Wellesley Select Board, Micah O'Neill – Wellesley Affordable Housing Trust Liaison.

**2. Citizen Speak – none**

**3. Approval of Minutes:**

Upon a duly made motions by Commissioner Renzella and seconded by Commissioner Heyison, the motions to approve the October 24, 2024 and the December 19, 2024 minutes were passed unanimously.

- October 24, 2024 Minutes Motion: MR, Second: LH Vote 5-0
- November 21, 2024 Minutes Motion: MR, Second: LH Vote 5-0

**4. Financial Reports**

- a. Approval of Bill Payments/Check Warrants
  - Approval of Bill Payments/Check Warrants- 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 voice vote.
- b. Monthly Financial Statements - November 2024
  - Discussion of Financial Statements: Commissioner Coduri asked about the discrepancy of subsidy figures on Line 3801 of the Agency Wide report and the Subsidy Call out box on Balance Sheet. Answer will be requested of Fenton, Ewald.
- c. Budget Preparation- Status – Mr. Merritt reported that staff has begun the process of budget preparation and will be ready for February meeting, (Accountant will attend).

**5. TAR Report by Development (Tenant Accounts Receivable) 12/31/2024**

**6. Modernization Updates and CAP HUB Report**

- a. Project 324115 Kitchen Fan Replacement – Awaiting Contract Documents from EOHL
- b. Update of Capital Projects
  - Board received update document, RCAT is pushing forward with the tree removal at Weston Road, the schedule for bid process of Front stair replacement at Linden St is process.
  - Barton Road Sidewalk Repair

**7. Vacancy Report** – Mr. Sullivan gave the report of vacant units.

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

- a. Meeting Locations for 2025 – The Board had discussion about moving meetings to various developments. Consensus was found in utilizing the Barton Road community center as the base, but will hold at least one meeting per year at the other community rooms.
- b. Clarification of what to send the Selectboard liaison monthly was given.

**9. Chairperson Report**

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

- a. ED Search Committee- Commissioner Renzella provided a follow-up of the Cambridge Housing Authority's visit, awaiting proposal from CHA.
- b. January's board meeting seeking support from the WHA.

**11. Resident Community Meeting Update**

- a. Barton Road – Will be held on January 14 at 6 PM.
- b. Weston Road - To be scheduled
- c. Waldo Court/Linden St. – To be scheduled

**12. Old Business**

- a. Transition to Rockland Trust-update
  - Training was held with Rockland on 12/27/24

**13. New Business**

- a. Promotion of James Sullivan – Memo presented by Mr. Merritt detailing the action of the Board at its September meeting concerning the promotion of Mr. Sullivan to Deputy Executive Director after he completed his coursework in December 2024. Mr. Sullivan has completed his coursework and is a graduate of the Bridgewater State University. The memo recommends the promotion of James Sullivan to Deputy Executive Director with a salary adjustment to \$ 75,000 per year effective immediately.

**Motion by Commissioner Coduri, Seconded by Commissioner Heyison.** Motion passed unanimously on a voice vote.

**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 10:47 AM.