

*Maura Renzella, Chairperson, State Appointee*  
*Janice Coduri, Vice Chairperson*  
*Lisa Heyison, Treasurer*  
*Renee Spencer, Resident Board Member*  
*Odessa Sanchez, Board Member*



**WELLESLEY HOUSING AUTHORITY**  
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**Board Meeting Agenda**  
**Thursday, April 16, 2026 – 7:00 pm**  
**Barton Road Community Room – 107 Barton Road, Wellesley, MA 02481**  
**This is an in-person meeting.**

- 1. Roll Call**
- 2. Annual Meeting of the Wellesley Housing Authority**
  - a. Election of Officers
    - i. Chairperson
    - ii. Vice-Chairperson
    - iii. Treasurer
- 3. Regular Meeting**
- 4. Citizen Speak**
- 5. Approval of Minutes**
  - a. February 26, 2026
- 6. Financial Reports**
  - a. Approval of Bill Payments/Check Warrants
  - b. Monthly/Quarterly Financial Statements – March 2026
  - c. Bad Debt Write-Off
- 7. TAR Report by Development (Tenant Accounts Receivable) 3/30/2026**
- 8. Vacancy Report – 4/13/26**
- 9. Modernization Updates and CAP HUB Report**
  - a. Update of Capital Projects
- 10. Executive Director’s Report/ CHA District Manager’s Report**
  - a. Personnel Update
- 11. Chairperson Report**
- 12. Committee Reports (if any)**
- 13. Old Business**
  - a. FY 2026 Budget Update
  - b. Status of WHA/CHA Management Agreement



**Wellesley Housing Authority  
Board Meeting Minutes  
Thursday, April 16, 2026- 9:00 am  
Barton Road Community Room  
109 Barton Road, Wellesley, MA 02482**

**1. Roll Call**

Maura Renzella, Chair  
Lisa Heyison, Commissioner, Treasurer  
Renee Spencer, Commissioner  
Odessa Sanchez, Commissioner  
**Absent:** Janice Coduri, Vice Chair

**Also Present:** James Sullivan - WHA

**2. Annual Meeting of the Wellesley Housing Authority**

The annual meeting and election of officers were postponed until the May meeting due to the absence of Commissioner Coduri.

**3. Regular Board Meeting**

**4. Citizen Speak**

**5. Approval of Minutes**

**February 26, 2026 Regular Board Meeting Minutes**

Commissioner Sanchez requested clarification of the language regarding the management fee and the executive director's salary. The Board agreed to amend the language to clarify that the agreement includes both a management fee and a separate salary for an executive director.

**Motion: Lisa Heyison, Second: Renee Spencer**  
**Unanimous**

**Vote 4-0**

**6. Financial Reports**

**Bill Payment/Check Warrant Approval and Monthly Financial Statements**

Mr. Sullivan explained that the larger amount reflected the absence of a March meeting and included construction-related costs. Commissioner Sanchez asked about reimbursement for training-related travel expenses associated with Cambridge Housing Authority. Mr. Sullivan clarified that the reimbursement was consistent with personnel policy and included several work-related trips and conferences.

**Motion: Lisa Heyison, Second: Renee Spencer**  
**Unanimous**

**Vote 4-0**



**14. New Business**

- a. Wage Match Certification
- b. WHA By-Laws Review

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**

## **Monthly/Quarterly Financial Statements – March 2026**

Mr. Sullivan presented the March 2026 financial statements. Discussion focused on increased maintenance expenses due to winter overtime, snow-removal operations, skid-steer rentals, and hauling costs. Mr. Sullivan reported that these extraordinary snow-related costs would be moved to extraordinary maintenance. It was also reported that no management fee invoices were received from the Cambridge Housing Authority in 2026. Chair Renzella expressed concern about the financial impact if the Cambridge Housing Authority were to seek both management fees and individual salaries under the management agreement structure. Staffing costs and maintenance overtime associated with unit turnover were also discussed.

### **Bad Debt Write-Off**

Mr. Sullivan recommended writing off balances totaling \$6,416.37 associated with two evicted residents.

**Motion: Lisa Heyison, Second: Renee Spencer**  
**Unanimous**

**Vote 4-0**

## **7. TAR Report by Development (Tenant Accounts Receivable) 11/30/2025**

Mr. Sullivan presented the TAR report and noted that balances had increased slightly from the prior month. Continued rent enforcement efforts, including notices to quit and court repayment agreements, were discussed.

## **8. Vacancy Report – 11/30/2025**

Mr. Sullivan reported that there are currently 13 vacant units. Challenges associated with winter conditions, staffing shortages earlier in the year, emergency work orders, and significant turnover scopes involving plumbing, electrical, flooring, and painting were discussed. Mr. Sullivan reported that the maintenance department is now fully staffed and that contractors may be brought in to assist with turnover work. Force account proposals and turnover funding opportunities through EOHLIC were also discussed. Chair Renzella expressed concern regarding units that have remained vacant for extended periods and confirmed that turnover waivers are being submitted where appropriate. The Board acknowledged improvement in turnover progress over the prior several months and expressed optimism that turnover timelines would improve moving forward.

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

Mr. Sullivan provided updates on ongoing capital projects. The exterior door replacement project is in its later stages, with remaining work consisting primarily of awnings and door cores. The Kitchen Exhaust Fan project remains under development with construction scheduling ongoing and an expanded project scope from the original design. A pre-bid walkthrough for the Weston Road parking lot and walkway resurfacing project is scheduled for the following week. Landscaping and courtyard improvements at Weston Road were also discussed, including plans for additional benches, a bike shed, and trash tote storage. Several Capital Improvement Plan projects were reported as funded, including tree removal, fire alarm replacement, and exhaust fan replacement projects. Mr. Sullivan also reported that staff are exploring a comprehensive security upgrade proposal leveraging HILAPP funding opportunities. ARPA-funded electrical upgrades have begun pre-construction coordination activities.

## 10. Executive Director's Report/ CHA District Manager's Report

Mr. Sullivan reported that Kevin Costigan has been hired as the fourth maintenance employee and has been a strong addition to the maintenance team. The Board acknowledged that the maintenance department is now fully staffed.

## 11. Chairperson Report

Chair Renzella provided an update on the Wellesley Affordable Housing Trust. The Trust is developing a five-year action plan, and survey responses identified redevelopment and support of the Wellesley Housing Authority as a high priority. Chair Renzella emphasized that redevelopment remains a long-term initiative with substantial future opportunities for resident and Authority engagement. Board members were invited to attend the Affordable Housing Trust Action Plan Working Session scheduled for May 27, 2026.

## 12. Committee Reports (if any)

### 13. Old Business

#### **FY2026 Budget Update**

Mr. Sullivan reported that WHA is applying for a budget exemption related to extraordinary snow removal equipment rental and relocation costs. Updated Department of Labor Standards wage rates effective April 1 were also discussed. Mr. Sullivan stated that Kim Crow of Fenton, Ewald & Associates is preparing an updated FY2026 budget draft for review at the next meeting.

#### **Status of WHA/CHA Management Agreement**

Mr. Sullivan reported that there had been no significant developments regarding the management agreement with Cambridge Housing Authority, although ongoing discussions with Cambridge and EOHLIC continue. Chair Renzella suggested scheduling a joint meeting with Cambridge Housing Authority and EOHLIC if no progress is made before the next meeting. The Board agreed.

### 14. New Business

#### **Wage Match Certification**

The Board reviewed and approved the Wage Match Certification authorizing James Sullivan, Jennifer Healy, and Alison Morneault access to the state income verification system.

**Motion: Lisa Heyison, Second: Renee Spencer**

**Unanimous**

**Vote 4-0**

#### **WHA By-Laws Review**

Chair Renzella reported that the incorrect version of the by-laws had been distributed and that review would be postponed until the correct 2021 version could be obtained. Discussion also focused on improving policy organization and accessibility, including maintaining both electronic and hard-copy policy binders.



**15. Other Business** – Consideration of any matter not previously known, or which could not have been reasonably foreseen within 48 hours of this meeting

Commissioner Spencer suggested potential participation in the Wellesley Celebration Parade through a float, truck, or walking group with resident participation. The Board discussed brainstorming ideas for participation.

The Board also discussed an invitation from the Town of Wellesley regarding participation in a civil discourse discussion scheduled for April 30, 2026. Board members were encouraged to participate if available.

**16. Adjournment**

Upon a duly made motion by Commissioner Heyison and seconded by Commissioner Spencer, the motion to adjourn was passed unanimously by a voice vote at 7:34 PM.

**Next Meeting:** Thursday, May 21, 2026, at 9:00 AM at the Barton Road Community Center.

