

**Wellesley Housing Authority
Board Meeting Minutes
Thursday, July 16, 2026- 7:00 pm
This meeting was held via Zoom**

1. Roll Call

Maura Renzella, Chair

Janice Coduri, Vice Chair

Renee Spencer, Commissioner

Also Present: James Sullivan WHA, Alison Morneault CHA

Chairperson Renzella called the meeting to order at 7:02 PM.

2. Citizen Speak

3. Approval of Minutes

June 18, 2026 Regular Board Meeting Minutes

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

4. Financial Reports

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

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

Monthly/Quarterly Financial Statements - June 2026

The Board reviewed the June 2026 financial statements. FISH #324126 costs coded to contract costs will be recoded to the project. The statements were reported as stable and consistent with the budget, which had been submitted with no word from HLC.

5. TAR Report by Development (Tenant Accounts Receivable) 6/30/2026

The Board discussed the TAR report. One repayment agreement was completed, one was added, and two accounts will be written off in September.

6. Vacancy Report - 7/13/2026

Mr. Sullivan reported twelve vacant units. Both force account units were complete, and some units were expected to become available soon.

7. Modernization Updates and CAP HUB Report

Mr. Sullivan provided capital project updates. Door replacement was mostly complete, force account work was completed, and school parking for the Weston Road repaving project is available until August 21, though the contractor cannot finish by then.

FISH #324102 Morton Electrical Upgrade - PCO-1 Panel Bussing Change

The Board reviewed the PCO-1 Panel Bussing Change in the amount of \$3,546.90.

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

FISH #324087 - Allen & Major Fee Amendment #2

The Board reviewed Allen & Major Fee Amendment #2 in the amount of \$11,000.00.

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

Force Account Units Completed

The Board discussed the completed force account units, including prior occupancy, development age, positive feedback, and turnover costs as a capital expense.

CPC Security Upgrade Presentation

The Board discussed a potential CPC presentation. Mr. Sullivan clarified the current presentation was for the Board only. Commissioner Coduri requested tabling the item to August, and Commissioner Renzella agreed.

Flooring Service Contract

The Board reviewed approval of the lowest qualified flooring bidder for \$39,435.00. The contract does not obligate WHA to spend that amount each year.

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

8. Executive Director's Report/ CHA District Manager's Report

Personnel Policy

The Board reviewed the personnel policy. The twelve-month probationary period was noted as a concern because the union contract provides six months, so the policy will be adjusted. Commissioner Coduri raised formatting concerns and offered edits if provided a Word document. No vote was taken.

9. Committee Reports (if any)

10. Executive Session

To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Motion: Janice Coduri

Second: Renee Spencer

Unanimous

Vote 3-0

The Board entered executive session at 7:55 PM and returned to open session at 8:04 PM.

11. Old Business

Status of WHA/CHA Management Agreement

Chairperson Renzella reported that Maura Renzella and Kevin Braga of CHA will meet next week to discuss next steps.

WHA By-Laws Review

The Board postponed consideration of the draft by-laws until all Board members are present.

12. New Business

Wellesley Affordable Housing Trust

Micah O'Neil joined to discuss the Affordable Housing Trust action plan update. Discussion included Trust membership, transparency, partnership with WHA, diverse housing goals, sustainability funding, Barton Road and Morton Circle improvements, and redevelopment potential at 150 Weston Road. The Board was interested in continuing longer-term planning with the Trust.

Watertown Housing Authority Proposal for Partnership/MOU

The Board discussed the State Self-Sufficiency Program. The cost to WHA was noted as postage and likely less than \$200. Commissioner Spencer said the program has been successful based on what she has heard and should be worthwhile.

Motion: Janice Coduri moved to approve WHA entering into a partnership with Watertown Housing Authority for administration of the State Self-Sufficiency Program.

Second: Renee Spencer

Unanimous

Vote 3-0

Family Housing Survey Results

The Board reviewed 81 family housing survey responses. Results showed 75% satisfied or very satisfied, 88% good or excellent maintenance ratings, 90% felt safe or very safe, and emergency work order response averaged 88%. Concerns included parking, unsafe walkways, timely issue resolution, trash, dated appliances, and a designated smoking area.

Fair Housing Documents

The Board reviewed the Fair Housing Marketing Plan, Language Access Plan, 4 Factor Analysis, and Reasonable Accommodation/Modification Policy. Discussion included biannual review, the prior July 10, 2025 vote, and edits to remove outdated items and improve accuracy.

Motion: Janice Coduri moved to approve and adopt the Fair Housing documents, including the Fair Housing Marketing Plan, Language Access Plan, Language Access Plan - 4 Factor Analysis, and Reasonable Accommodation/Modification Policy.

Second: Renee Spencer

Unanimous

Vote 3-0

Donation Proposal

Motion: Janice Coduri moved to accept the donation of a ping pong table for Weston Road.

Second: Renee Spencer

Unanimous

Vote 3-0

2026 Public Housing Notices

The Board discussed including Public Housing Notices for Board members for each meeting.

13. Other Business

14. Adjournment

Upon motion by Commissioner Coduri and second by Commissioner Spencer, the Board voted unanimously to adjourn at 8:28 PM.