



## Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

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### Wellesley Housing Authority Board Meeting Online Remote Meeting Agenda

Thursday, December 23, 2021 – 9:30 AM

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

View on TV on Comcast 8/Verizon 40

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
  - a. November 29, 2021 [Resolution #2021-69](#)
  - b. December 2, 2021 [Resolution #2021-70](#)
4. Financial Reports
  - a. Approval of December Bill Payments/Warrant [Resolution #2021-71](#)
  - b. Monthly Financial Statements
    - i. November 2021 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
  - a. TAR report by development (Tenant Accounts Receivable) as of December 20, 2021
6. Deputy Director Update
7. Chairperson Report
8. Committee Reports
  - a. Sustainability Committee
9. Old Business
  - a. [Discussion](#): Second Reading- Protocols for citizens speak ([Resolution # 2021-72; if the vote is taken](#))
10. New Business
  - a. [Resolution #2021-73](#): Approval of Fee Accountant State Contract: Fenton, Ewald & Associates
  - b. [Resolution #2021-74](#): Approval of Fee Accountant Federal Contract: Fenton, Ewald & Associates
  - c. [Resolution #2021-75](#): Write off uncollected rent for vacated tenants, totaling \$45,897.52
  - d. [Discussion](#): Holiday/ RSC Update
  - e. [Discussion](#): In Person/Remote Meetings
  - f. [Discussion](#): Confirmation of Board availability for final Executive Director interviews
11. Other Business – Consideration of any matter not known about or which could not have been reasonably foreseen within 48 hours of this meeting.
12. Adjournment

#### REMOTE MEETING PROTOCOL

The online meeting will also be streaming live on above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call into 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally.

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 12/20/2021

Dev #	# Units	Property		Total Due	Current	30-59 Days	60-89 Days	90+ Days	Other Charges (Total)	In House Repayments	Court Repayments	Fraud Repayments	Move Ins	Move Outs	Vacancies	Payment Agreements	
200-1	88	Barton Road	Active Tenants	\$ 107,276.82	\$ 21,009.45	\$ 9,787.70	\$ 7,760.04	\$ 7,916.00	\$ 245.00	\$ 26,465.72	\$ 3,778.62	\$ 30,314.29					
			Vacated Tenants	\$ 47,967.00	\$ -	\$ -	\$ -	\$ 30,927.00	\$ 1,882.00	\$ -	\$ -	\$ -	\$ 15,158.00	0	1	13	9
			<b>Total</b>	<b>\$ 155,243.82</b>	<b>\$ 21,009.45</b>	<b>\$ 9,787.70</b>	<b>\$ 7,760.04</b>	<b>\$ 38,843.00</b>	<b>\$ 2,127.00</b>	<b>\$ 26,465.72</b>	<b>\$ 3,778.62</b>	<b>\$ 45,472.29</b>					
667-1	36	Morton Circle	Active Tenants	\$ 2,977.00	\$ 2,391.00	\$ 387.00	\$ 194.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			<b>Total</b>	<b>\$ 2,977.00</b>	<b>\$ 2,391.00</b>	<b>\$ 387.00</b>	<b>\$ 194.00</b>	<b>\$ -</b>	<b>\$ 5.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-2	40	Washington St	Active Tenants	\$ 4,954.00	\$ 2,557.00	\$ 1,241.00	\$ 679.00	\$ 477.00	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ 1,074.00	\$ -	\$ -	\$ -	\$ 1,074.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			<b>Total</b>	<b>\$ 6,028.00</b>	<b>\$ 2,557.00</b>	<b>\$ 1,241.00</b>	<b>\$ 679.00</b>	<b>\$ 1,551.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	26	River St	Active Tenants	\$ 1,939.00	\$ 833.00	\$ 656.00	\$ 246.00	\$ 44.00	\$ 160.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			<b>Total</b>	<b>\$ 1,939.00</b>	<b>\$ 833.00</b>	<b>\$ 656.00</b>	<b>\$ 246.00</b>	<b>\$ 44.00</b>	<b>\$ 160.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
667-3	31	Weston Rd	Active Tenants	\$ 415.00	\$ 395.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			<b>Total</b>	<b>\$ 415.00</b>	<b>\$ 395.00</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
705-1	12	Waldo Ct	Active Tenants	\$ 4,814.00	\$ 1,220.00	\$ 818.00	\$ 1,789.00	\$ 118.00	\$ -	\$ 94.00	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			<b>Total</b>	<b>\$ 4,814.00</b>	<b>\$ 1,220.00</b>	<b>\$ 818.00</b>	<b>\$ 1,789.00</b>	<b>\$ 118.00</b>	<b>\$ -</b>	<b>\$ 94.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Total</b>				<b>\$ 171,416.82</b>	<b>\$ 28,405.45</b>	<b>\$ 12,899.70</b>	<b>\$ 10,668.04</b>	<b>\$ 40,556.00</b>	<b>\$ 2,302.00</b>	<b>\$ 26,559.72</b>	<b>\$ 3,778.62</b>	<b>\$ 45,472.29</b>	<b>0</b>	<b>1</b>	<b>36</b>	<b>10</b>	
Dec-20			\$ 138,169.14	\$ 22,682.02	\$ 9,484.51	\$ 6,487.00	\$ 32,680.50	\$ 2,605.54	\$ 15,871.20	\$ 6,369.66	\$ 40,053.71	0	0	38	14		
Jan-21			\$ 145,142.13	\$ 22,697.37	\$ 12,184.21	\$ 8,291.00	\$ 38,131.80	\$ 1,100.54	\$ 16,896.20	\$ 5,169.66	\$ 39,896.35	1	1	39	15		
Feb-21			\$ 168,809.59	\$ 29,406.35	\$ 13,992.00	\$ 8,684.24	\$ 41,061.09	\$ 641.54	\$ 29,390.72	\$ 5,119.66	\$ 39,738.99	2	0	37	16		
Mar-21			\$ 163,941.04	\$ 37,663.50	\$ 7,902.00	\$ (209.00)	\$ 47,787.03	\$ 602.50	\$ 27,545.72	\$ 6,269.66	\$ 35,604.63	0	2	39	14		
Apr - 21			\$ 171,691.68	\$ 25,930.02	\$ 23,071.20	\$ -	\$ 52,258.31	\$ 694.50	\$ 27,470.72	\$ 6,044.66	\$ 35,447.27	3	1	37	14		
May-21			\$ 173,848.37	\$ 28,949.02	\$ 13,300.00	\$ 18,469.20	\$ 45,553.31	\$ 1,329.50	\$ 27,395.72	\$ 3,778.62	\$ 34,298.00	0	2	39	12		
June-21			\$ 155,069.24	\$ 25,857.17	\$ 14,192.00	\$ 8,388.00	\$ 40,788.30	\$ 844.43	\$ 27,320.72	\$ 3,778.62	\$ 33,125.00	1	1	39	12		
July-21			\$ 166,897.26	\$ 26,683.15	\$ 15,036.00	\$ 9,219.00	\$ 36,739.00	\$ 1,923.48	\$ 27,270.72	\$ 3,778.62	\$ 45,472.29	2	1	38	13		
Aug-21			\$ 168,035.56	\$ 28,029.45	\$ 13,015.00	\$ 9,907.00	\$ 38,496.00	\$ 1,909.48	\$ 26,652.72	\$ 3,778.62	\$ 45,472.29	2	4	40	11		
Sept-21			\$ 170,601.28	\$ 24,611.17	\$ 14,587.00	\$ 9,648.00	\$ 42,913.00	\$ 2,163.48	\$ 26,652.72	\$ 3,778.62	\$ 45,472.29	3	2	39	11		
Oct-21			\$ 185,235.62	\$ 31,511.51	\$ 15,304.00	\$ 10,923.00	\$ 48,603.00	\$ 2,308.48	\$ 26,559.72	\$ 3,778.62	\$ 45,472.29	2	0	37	10		
11/22/2021			\$ 176,018.22	\$ 29,144.55	\$ 18,345.04	\$ 6,689.00	\$ 43,012.00	\$ 2,242.00	\$ 26,559.72	\$ 3,778.62	\$ 45,472.29	2	0	35	10		
Nov-21			\$ 169,209.22	\$ 26,835.55	\$ 15,818.04	\$ 6,347.00	\$ 41,396.00	\$ 2,227.00	\$ 26,559.72	\$ 3,778.62	\$ 45,472.29	0	0	35	10		
12/20/2021			\$ 171,416.82	\$ 28,405.45	\$ 12,899.70	\$ 10,668.04	\$ 40,556.00	\$ 2,302.00	\$ 26,559.72	\$ 3,778.62	\$ 45,472.29	0	1	36	10		

In House: \$13,336.20 from the 200 devp. is in pending of legal determination.



Wellesley Housing Authority  
Board Meeting Online Remote Meeting Minutes  
Thursday, December 23, 2021 – 9:30 AM

**1) Roll Call**

Janice Coduri, Chairperson  
Maura Renzella, Commissioner  
Renee Spencer, Treasurer  
Odessa Sanchez, Commissioner  
Kim Maire, Commissioner

Other Attendees:

Jacqueline Sullivan, Deputy Director  
Ann Mara Lanza, Select Board Liaison

**2) Board Recognition to Robert Anderson for over 40 years of service.**

**3) Citizen Speak - None**

**4) Approval of Minutes**

**a) Resolution #2021-69: Approval of minutes from November 29 2021**

i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Spencer, the motion was approved 5-0.

**b) Resolution #2021-70: Approval of minutes from December 2, 2021**

i) Upon a duly made motion by Commissioner Renzella and second by Commissioner Sanchez, the motion was approved 5-0.

**5) Financial Reports**

**a) Resolution #2021-71: . Approval of December Bill Payments/Warrant Resolution \$154,320.76**

i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Spencer, the motion was approved 5-0.

ii) Deputy Director Sullivan said WHA has received roughly \$14,000, in SHERA money. This is in addition to \$12,000 the previous month. WHA is approved to receive another \$10,000 later. In addition, Commissioner Renzella said she has a number of other residents teed up to apply for another round.

**b) Monthly Financial Statements from November 2021**

i) It was noted that reserves are at 32.5 percent.

**c) TAR report by development (Tenant Accounts Receivable)**

i) See attached reports: as of December 20, 2021 – Accounts receivables were \$171,416.82, and vacancies were 36 units

**6) Deputy Director Update**

a) Discussion: The Capital Needs Assessment was done at Washington St./Morton Circle on Dec. 6, and the report is expected in January.

**7) Chairperson Report**

a) WHA has received a letter from DHCD for Formula Funding in the amount of \$290,152.68 Fiscal Year 2025. WHA was awarded ARPA funds in roughly \$500,000 electrical upgrades and \$50,000 for stair renovations, and Deputy Director will follow up on next steps to secure the funds

**8) Committee Reports**

**a) Sustainability Committee**

b) Weekly meetings are being held with Climate Action Plan committee, and Commissioner Sanchez organized an informational meeting with the RDF.

**9) Old Business**

**a) Discussion: Second Reading- Protocols for citizens speak.**

i) Commissioner Sanchez would like to change some of the language to make the protocols more welcoming. Protocols were tabled for further discussion.



## 10) New Business

- a) **Resolution #2021-72: : Approval of Fee Accountant State Contract: Fenton, Ewald & Associates**
  - i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Sanchez, the motion was approved 5-0.
- b) **Resolution #2021-73: : Approval of Fee Accountant Federal Contract: Fenton, Ewald & Associates**
  - i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Spencer, the motion was approved 5-0.
- c) **Resolution #2021-74: Write off uncollected rent for vacated tenants, totaling \$45,897.52.**
  - i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Spencer, the motion was approved 5-0.
- d) **Discussion: Holiday**
  - i) Commissioners Renzella and Sanchez acknowledged the support and contributions from community organizations to support WHA families including the Wellesley Service League, Wellesley Friendly Aid Society, the Food Pantry, Kids Backing Kids, the National Honor Society, the Kiwanis Club, Union of the Fire Department and the Board of Health. When hired, a Residents Services Coordinator will be doing this liason work.
- e) **Discussion: In Person/Remote Meetings**
  - i) Tabled for discussion in March. It was decided that the new permanent start time for Board Meetings will be 8:30am.
- f) **Discussion: Confirmation of Board availability for final Executive Director interviews.**
  - i) Commissioner Renzella reported that interviews were held with three candidates, and the Committee recommended two finalists be interviewed in early January. Commissioner Maire asked for a Special Board Meeting to get a Search Committee update since the last meeting on Dec. 2. After discussion, a Special Board Meeting Search Committee update was scheduled for Thursday, Dec. 30 at 8:30am. The Board tentatively scheduled interviews of final candidates on Tuesday, Jan. 4.

## 11) Other Business- None

## 12) Adjournment

- a) Upon a duly made motion by Commissioner Renzella, second Commissioner Maire, the motion to adjourn was approved 5-0



## Wellesley Housing Authority

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### Wellesley Housing Authority Deputy Director Update December 23, 2021

- We have received \$14,488.00 from SHERA towards our tenant accounts receivable.
- Washington Street window project began on Monday, November 29, 2021. Buildings 513, 511, and 509 have been completed. Building 507 starts on Monday, December 20, 2021.
- Offered four apartments located in our 667 developments.
- Maintenance Mechanic Drainville, Human Resources Director Viviana Veira and I conducted interviews for the two maintenance positions. We offered one applicant the position, and we are checking references for the second position.
- Partnered with PhysicianOne Urgent Care for biyearly DOT physical and drug certifications, and a standard location for our employees to go for an on-the-job injury.
- Notices were sent to all WHA residents on December 13, 2021 regarding the Town Appointed Tenant Board Member seat of the Wellesley Housing Authority Board. To be considered for the LHA Town Appointed Board Member Seat, residents must fill out the attached form and return it to the Town Clerk no later than January 12, 2021.
- On December 8, 2021, Chairperson Coduri and Commissioner Maire met with staff and fee accountant Teresa A. Ewald, CPA, to discuss the budget process.
  - The budget questionnaire has been submitted to Fenton, Ewald & Associates PC.
- Inspections have been completed for all properties.
- Transfers have been completed, and keys have been returned to the office.
- Norfolk County Sheriff has been on-site helping with cleaning/painting the units that became vacant due to the transfers.
- Recertifications for 2020-2021 have been completed for all WHA residents.
- Partnered with Kids Backing Kids 2021- Over 300 volunteers were at Barton Road Community over the weekend of December 11, 2021, wrapping all the donated gifts.
- Wellesley Friendly Aid and NCL sponsored a Grab and Go Holiday/Luminary Night at 667 properties. Please see the picture below.

