



Wellesley Housing Authority Board Meeting  
Online Remote Meeting Agenda  
Thursday, February 24, 2022 – 8:30 AM

**REVISED**

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

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
  - a. [Resolution #2022-14](#) January 27, 2022
  - b. [Resolution #2022-15](#) February 3, 2022
4. Financial Reports
  - a. Approval of February Bill Payments/Warrant [Resolution #2022-16](#)
  - b. ~~Monthly Financial Statements~~
    - i. ~~January 2022 Received and Place on file (no approval needed)~~
  - c. 2021 Year End Financial Statements
    - i. [Resolution #2022-17](#) Approval of Compliance with Notification Procedures for Federal and State Lead Paint Laws
    - ii. [Resolution #2022-18](#) Approval of Top 5 Compensation Form
    - iii. [Resolution 2022-19](#) Approval of Year End Financial Statements and Tenants Accounts Receivables Data
5. TAR report by development (Tenant Accounts Receivable)
  - a. TAR report by development as of January 31, 2022
  - b. TAR report by development as of February 18, 2022
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
  - a. Redevelopment Committee
  - b. Sustainability Committee
9. Old Business
  - a. FY2022 Budget as presented on January 27, 2022
    - i. [Resolution #2022-20](#): Approval of FY2022 4001 Budget
    - ii. [Resolution #2022-21](#): Approval of FY2022 MRVP Budget
10. New Business
  - a. [Discussion](#): Best Financial Practices
  - b. [Discussion](#): Use of Legal Name on Board Documents
  - c. [Resolution #2022-22](#) Change Order Proposal Request 324088-CR-0001, Change Order 1 - Material Price Increase for FISH #324088: Window Replacement- Lintel Painting- Total of \$5,933.36
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  
 1/31/2022

Dev #	# Units	Property		Total Due	Current Month Due	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	\$ 93,704.00	\$ 17,731.45	\$ 11,256.70	\$ 8,180.00	\$ 7,442.04	\$ 455.70	\$ 14,545.20	\$ 3,778.62	\$ 30,314.29						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	13	8
			<b>Total</b>	<b>\$ 93,704.00</b>	<b>\$ 17,731.45</b>	<b>\$ 11,256.70</b>	<b>\$ 8,180.00</b>	<b>\$ 7,442.04</b>	<b>\$ 455.70</b>	<b>\$ 14,545.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>						
667-1	36	Morton Circle	Active Tenants	\$ 2,105.00	\$ 1,660.00	\$ 325.00	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	7	0
			<b>Total</b>	<b>\$ 2,105.00</b>	<b>\$ 1,660.00</b>	<b>\$ 325.00</b>	<b>\$ 60.00</b>	<b>\$ 60.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-2	40	Washington St	Active Tenants	\$ 3,775.00	\$ 2,045.00	\$ 1,185.00	\$ 265.00	\$ 280.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			<b>Total</b>	<b>\$ 3,775.00</b>	<b>\$ 2,045.00</b>	<b>\$ 1,185.00</b>	<b>\$ 265.00</b>	<b>\$ 280.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-3	26	River St	Active Tenants	\$ 936.00	\$ 514.00	\$ 262.00	\$ -	\$ -	\$ 160.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			<b>Total</b>	<b>\$ 936.00</b>	<b>\$ 514.00</b>	<b>\$ 262.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-3	31	Weston Rd	Active Tenants	\$ 1,129.00	\$ 780.00	\$ 339.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			<b>Total</b>	<b>\$ 1,129.00</b>	<b>\$ 780.00</b>	<b>\$ 339.00</b>	<b>\$ 10.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
705-1	12	Waldo Ct	Active Tenants	\$ 6,437.00	\$ 1,623.00	\$ 1,220.00	\$ 818.00	\$ 1,907.00	\$ -	\$ 94.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	0	1
			<b>Total</b>	<b>\$ 6,437.00</b>	<b>\$ 1,623.00</b>	<b>\$ 1,220.00</b>	<b>\$ 818.00</b>	<b>\$ 1,907.00</b>	<b>\$ -</b>	<b>\$ 94.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
<b>Total</b>				<b>\$ 108,086.00</b>	<b>\$ 24,353.45</b>	<b>\$ 14,587.70</b>	<b>\$ 9,333.00</b>	<b>\$ 9,689.04</b>	<b>\$ 615.70</b>	<b>\$ 14,639.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>9</b>		
12/31/2021				\$ 95,044.00	\$ 21,889.45	\$ 12,602.70	\$ 8,627.04	\$ 1,797.00	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
1/24/2022				\$ 113,994.40	\$ 28,921.85	\$ 14,660.70	\$ 10,173.00	\$ 10,061.04	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9		
1/31/2022				\$ 108,086.00	\$ 24,353.45	\$ 14,587.70	\$ 9,333.00	\$ 9,689.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	0	0	35	9		

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 2/18/2022

Dev #	# Units	Property		Total Due	Current Month Due	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	\$ 111,171.95	\$ 23,767.40	\$ 13,138.00	\$ 9,940.70	\$ 15,222.04	\$ 465.70	\$ 14,545.20	\$ 3,778.62	\$ 30,314.29						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	13	8
			<b>Total</b>	<b>\$ 111,171.95</b>	<b>\$ 23,767.40</b>	<b>\$ 13,138.00</b>	<b>\$ 9,940.70</b>	<b>\$ 15,222.04</b>	<b>\$ 465.70</b>	<b>\$ 14,545.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>						
667-1	36	Morton Circle	Active Tenants	\$ 3,415.00	\$ 2,776.00	\$ 387.00	\$ 132.00	\$ 120.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	7	0
			<b>Total</b>	<b>\$ 3,415.00</b>	<b>\$ 2,776.00</b>	<b>\$ 387.00</b>	<b>\$ 132.00</b>	<b>\$ 120.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-2	40	Washington St	Active Tenants	\$ 4,405.00	\$ 2,165.00	\$ 1,107.00	\$ 853.00	\$ 280.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 444.00	\$ 444.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	1	6	0
			<b>Total</b>	<b>\$ 4,849.00</b>	<b>\$ 2,609.00</b>	<b>\$ 1,107.00</b>	<b>\$ 853.00</b>	<b>\$ 280.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-3	26	River St	Active Tenants	\$ 1,291.00	\$ 808.00	\$ 315.00	\$ 18.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			<b>Total</b>	<b>\$ 1,291.00</b>	<b>\$ 808.00</b>	<b>\$ 315.00</b>	<b>\$ 18.00</b>	<b>\$ -</b>	<b>\$ 150.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
667-3	31	Weston Rd	Active Tenants	\$ 1,317.00	\$ 1,299.00	\$ 18.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			<b>Total</b>	<b>\$ 1,317.00</b>	<b>\$ 1,299.00</b>	<b>\$ 18.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
705-1	12	Waldo Ct	Active Tenants	\$ 7,976.00	\$ 2,006.00	\$ 1,220.00	\$ 1,220.00	\$ 2,661.00	\$ -	\$ 94.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	0	1
			<b>Total</b>	<b>\$ 7,976.00</b>	<b>\$ 2,006.00</b>	<b>\$ 1,220.00</b>	<b>\$ 1,220.00</b>	<b>\$ 2,661.00</b>	<b>\$ -</b>	<b>\$ 94.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					
<b>Total</b>				<b>\$ 130,019.95</b>	<b>\$ 33,265.40</b>	<b>\$ 16,185.00</b>	<b>\$ 12,163.70</b>	<b>\$ 18,283.04</b>	<b>\$ 615.70</b>	<b>\$ 14,639.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>	<b>0</b>	<b>1</b>	<b>36</b>	<b>9</b>		
12/31/2021			\$ 95,044.00	\$ 21,889.45	\$ 12,602.70	\$ 8,627.04	\$ 1,797.00	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
1/24/2022			\$ 113,994.40	\$ 28,921.85	\$ 14,660.70	\$ 10,173.00	\$ 10,061.04	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
1/31/2022			\$ 108,086.00	\$ 24,353.45	\$ 14,587.70	\$ 9,333.00	\$ 9,689.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
2/18/2022			\$ 130,019.95	\$ 33,265.40	\$ 16,185.00	\$ 12,163.70	\$ 18,283.04	\$ 615.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	0	1	36	9			



Wellesley Housing Authority  
Board Meeting Online Remote Meeting Minutes  
Thursday, February 24, 2022 – 8:30 AM

**1. Roll Call**

**PRESENT**

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Stephanie Kadohata, Commissioner;

Odessa Sanchez, Commissioner,

Renee Spencer, Commissioner

Also Present: Jacqueline Sullivan, Executive Director; Ann-Mara Lanza, Select Board Liaison; Doug Smith, Advisory Liaison; Teresa Ewald, Fee Accountant (arrived at 9:30am)

**2. Citizen Speak – None**

**3. Recognition of service for Renee Spencer**

Commissioner Maura Renzella recognized and thanked Commissioner Spencer for her service on the WHA Board

**4. Approval of Minutes**

a. [Resolution #2022-14](#) minutes of January 27, 2022

Upon a motion made by Commissioner Renzella and seconded by Commissioner Sanchez, and after discussion of corrections, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, Present

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

b. [Resolution #2022-15](#) minutes of February 3, 2022

Upon a motion made by Commissioner Renzella and seconded by Commissioner Sanchez, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, - Present

Commissioner, Sanchez – Present

Commissioner Coduri – Yes

**5. Financial Reports**

a. [Resolution #2022-16](#) - Approval of February Bill Payments/Warrant

Upon a motion made by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, Yes

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

b. **Bank filing requirements** - ED Sullivan explained that the bank needs the minutes to reflect the legal names of all commissioners, so minutes will have to be adjusted to show Commissioner Kadohata as opposed to the aka Kim Maire.

[Resolution #2022-22](#) – WHA acknowledgement that Stephanie Kim Kadohata is the same person as Kim Maire who is reflected in the minutes from the start date of today.

Upon a duly made motion by Commissioner Kadohata and seconded by Commissioner Renzella, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, Yes

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

c. Monthly Financial Statements

i. [Resolution 2022-19](#) - Approval of Year End Financial Statements, and Approval of Top 5 Compensation Form Receivables Data

Teresa Ewald presented the year-end financials. Reserves remained close to last year at 26 percent.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, Yes

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

ii. [Resolution #2022-17](#) Approval of Compliance with Notification Procedures for Federal and State Lead Paint Laws

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Spencer, Yes

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

iii. January 2022 Financial Statements - will be distributed at a subsequent meeting

iv. [Resolution #2022-20](#): Approval of Fiscal Year 2022 4001 Operating Budget for State Aided public housing for Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2022 showing total revenue of \$1,722,896 and total expenses of \$1,674,436, thereby requesting a subsidy of \$704,132, and further that the Executive Director's total annual salary of \$92,596 for fiscal year ending 12/31/2022 submitted to the Department of Housing and Community Development for its review and approval.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – No

Commissioner Spencer, Yes

Commissioner, Sanchez – Yes

Commissioner Coduri – Yes

v. [Resolution #2022-21](#): Approval of FY2022 proposed Operating Budget for State Aided public housing for Wellesley Housing Authority, Program No. MRVP for the fiscal year ending 12/31/2022 showing total revenue of \$9,960 and total expenses of \$9,960, thereby requesting a subsidy of zero, and further that the Executive Director's total annual salary of \$92,596 for fiscal year ending 12/31/2022 be submitted to the Department of Housing and Community Development for its review and approval.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes  
Commissioner Kadohata – Yes  
Commissioner Spencer, Yes  
Commissioner, Sanchez – Yes  
Commissioner Coduri – Yes

**vi. Discussion: Best Financial Practices Regarding Signing of Bank Checks**

Currently, signatures are done electronically but when in-person meetings resume, WHA will adopt the practice of the warrant being signed instead of individual checks being signed. Fee Accountant Ewald said that the Treasurer, or in case of absence, any one of the Board members can sign the warrant.

[Resolution 2022-18](#) – Approval for the Treasurer, and if the Treasurer is unavailable, any signatory for the Board, be identified as the signatory for the Board warrant at monthly meetings.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Kadohata, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes  
Commissioner Kadohata – Yes  
Commissioner Spencer, Yes  
Commissioner Sanchez – Yes  
Commissioner Coduri – Yes

Regarding best practices for signatories on the bank account, Teresa Ewald recommends three Board members and the ED as signatories on the account. All Commissioner signatures have been required on the bank account in the past. This agenda item will be taken up at a subsequent meeting.

[Resolution 2022-24](#)- motion to approve the addition of the Executive Director as signatory to the WHA bank account.

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Kadohata, the resolution was approved by a roll call vote as follows:

Commissioner Kadohata – Yes  
Commissioner Spencer, Yes  
Commissioner Sanchez – Yes  
Commissioner Renzella – Yes  
Commissioner Coduri – Yes

6. **TAR report** (Tenant Accounts Receivable) for January and February.  
Receivables were \$130,019.95 and vacancies were 36 units as of Feb. 18.

7. **Executive Director Report** – as submitted on written report.

8. **Chairperson Report** – WHA made a presentation to Advisory, and said that the WHA by-law change will be Article 30 at Town Meeting. Commissioner Renzella suggested that a Community Update be added to the agenda.

## 9. Committee Report

a. Redevelopment Committee – Commissioner Coduri said that a Capital Needs Assessment would be done for Weston Road and River streets at same cost charged for the earlier CNAs. A request for funds will be made to CPC.

b. **Sustainability Committee** - Commissioner Sanchez said the Wellesley Conservation Land Trust organizes a clean-up days and they want to collaborate with WHA on other clean-up days. The work on a community refrigerator is ongoing.

## 10. New Business

a. [Resolution #2022-22](#) - Approval of a Change Order Proposal Request 324088-CR-0001, Change Order 1 – Material Price Increase for FISH #324088: Window Replacement- Lintel Painting- Total of \$5,933.36  
Upon a motion made by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella – Yes

Commissioner Kadohata – Yes

Commissioner Sanchez – Yes

Commissioner Spencer – Yes

Commissioner Coduri – Yes

11. **Adjournment** - Upon a motion made by Commissioner Renzella and seconded by Commissioner Sanchez, the resolution was approved by a roll call vote as follows:

Commissioner Kadohata – Yes

Commissioner Sanchez – Yes

Commissioner Spencer – Yes

Commissioner Renzella – Yes

Commissioner Coduri – Yes

Next Meeting on March 4, 2022



**Wellesley Housing Authority  
Executive Director Report  
February 24, 2022**

- 2018-2020 audit information has been sent to the accountant, Gary Depace, for review
- The trash truck hit the front staircase of Linden Street building 2- we are working with the insurance company.
- Washington Street Window project- The storm doors have been ordered. However, supply chain issues may impact the delivery.
- WHA maintenance employee Alex Hamelin started at the beginning of January. He has adjusted well with the maintenance crew, shows enthusiasm, and is very motivated. I have received positive feedback from residents.
- WHA maintenance did an outstanding job on snow removal during the two storms. As a result, I received several emails thanking the WHA.
  - The dump truck was instrumental for snow removal- it saved us from needing a contractor to remove the snow.
  - During the ice storm, the hand spreader for salting the walks broke. The new spreader costs \$800.00, so we will assess the budget for the floor machine purchase at the end of the year.
- I have extended an offer for the vacant maintenance position- drug test next week.
- Norfolk County Sherrif has been on-site helping with cleaning/painting WHA vacant units. This program is excellent, and WHA truly benefits from this partnership.
- Barton Road inspection work orders began 2/14/2022
- We have received a total of \$50,731.00 from SHERA towards our tenant accounts receivable- I expect another submission approval in March.
- Viviana and I are reviewing the applicants for the two vacant office staff positions, and I hope to start interviewing in the first week of March.
- I have partnered with Beverly Housing Authority to discuss the MRVP program and process.
- Recertifications for 2021-2022 have begun.
- Wellesley Friendly Aid and The Wellesley High School Key Club sponsored Valentine's Day treats for all 667 residents, and it was well-received.

**Upcoming Board Member Training:**

Professional Relationships – 3/12; Ethics – 4/9; Finance 5/7  
First-time attendees receive one (1) FREE class. 9 AM - 12 PM

**MassNAHRO 2022 Annual Conference & Exhibition**

5/22-5/25 – Sea Crest Hotel, Falmouth, MA