



Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda
Thursday, January 27, 2022 – 8:30 AM

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. December 23, 2021 [Resolution #2022-06](#)
 - b. December 30, 2021 [Resolution #2022-07](#)
 - c. January 4, 2022 [Resolution #2022-08](#)
 - d. January 13, 2022 [Resolution #2022-09](#)
4. Financial Reports
 - a. Approval of January Bill Payments/Warrant [Resolution #2022-10](#)
 - b. Monthly Financial Statements
 - i. December 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 January 24, 2022
6. Executive Director Update
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability Committee
9. Old Business
 - a. **Discussion:** Update on process for protocols for citizens speak
10. New Business
 - a. **Discussion:** Update on Tenant Board Member Appointment Process
 - b. [Resolution #2022-11:](#) Offer the position of Wellesley Housing Authority Executive Director to Jacqueline Sullivan for an annual salary of \$92,561.00 for full-time (37.5 hours per week) effective January 17, 2022, through December 31, 2023, upon the approval of DHCD.
 - c. [Resolution #2022-12:](#) Approval of Change Order 324088-CR-0002– To replace the existing storm doors for the (20) doors for FISH #324088: Window Replacement- Lintel Painting- Total of \$12,944.53.
 - d. [Resolution #2022-13:](#) Approval of FY2022 Budget
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

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 1/24/2022

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	\$ 97,527.40	\$ 21,189.85	\$ 11,256.70	\$ 8,330.00	\$ 7,662.04	\$ 450.70	\$ 14,545.20	\$ 3,778.62	\$ 30,314.29					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	13	8
			Total	\$ 97,527.40	\$ 21,189.85	\$ 11,256.70	\$ 8,330.00	\$ 7,662.04	\$ 450.70	\$ 14,545.20	\$ 3,778.62	\$ 30,314.29					
667-1	36	Morton Circle	Active Tenants	\$ 3,020.00	\$ 2,245.00	\$ 387.00	\$ 194.00	\$ 194.00	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 3,020.00	\$ 2,245.00	\$ 387.00	\$ 194.00	\$ 194.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 4,846.00	\$ 2,531.00	\$ 1,196.00	\$ 821.00	\$ 298.00	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			Total	\$ 4,846.00	\$ 2,531.00	\$ 1,196.00	\$ 821.00	\$ 298.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 936.00	\$ 514.00	\$ 262.00	\$ -	\$ -	\$ 160.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			Total	\$ 936.00	\$ 514.00	\$ 262.00	\$ -	\$ -	\$ 160.00	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 1,178.00	\$ 819.00	\$ 339.00	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			Total	\$ 1,178.00	\$ 819.00	\$ 339.00	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -				
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
			Total	\$ 6,437.00	\$ 1,623.00	\$ 1,220.00	\$ 818.00	\$ 1,907.00	\$ -	\$ 94.00	\$ -	\$ -	\$ -				
Total				\$ 113,944.40	\$ 28,921.85	\$ 14,660.70	\$ 10,173.00	\$ 10,061.04	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	0	0	35	9	
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			\$ 113,944.40	\$ 28,921.85	\$ 14,660.70	\$ 10,173.00	\$ 10,061.04	\$ 620.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	0	0	35	9		

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, January 27, 2022 – 8:30 AM**

1) Roll Call

Janice Coduri, Chairperson; Maura Renzella, Commissioner; Kim Maire, Commissioner; Odessa Sanchez, Commissioner

Absent: Renee Spencer

Other Attendees: Jacqueline Sullivan, Executive Director; Ann-Mara Lanza, Select Board Liason, **Doug Smith**, Advisory **Liason**

2) Citizen Speak – None

3) Discussion regarding Tenant Board Member Appointment Process

a) Ann-Mara Lanza has received six resident applicants for the Board position. Goal is to appoint a commissioner at the Feb. 14 Select Board meeting.

4) Approval of Minutes

a) Resolution #2022-06: Approval of Minutes December 23, 2021

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner, Sanchez – Yes

b) Resolution #2022-07: Approval of Minutes December 30, 2021

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner, Sanchez – Yes

c) Resolution #2022-08: Approval of Minutes January 4, 2022

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner, Sanchez – Yes

d) Resolution #2022-09: Approval of Minutes January 13, 2022

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – **Present**; Commissioner, Sanchez – Yes

5) Financial Reports

a) Resolution #2022-10: Approval of January Bill Payments/Warrant Resolution \$110,727.52

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner, Sanchez – Yes

b) TAR report by development (Tenant Accounts Receivable)

i) See attached reports: as of January 24, 2022

6) Executive Director Update – full written report coming later

7) Chairperson Report

a) Presentation to Advisory to discuss by-laws is upcoming. Board issues can be discussed with Town Counsel, and



Wellesley Housing Authority

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Chairperson Coduri expects to raise the issue of Citizen speak protocols with Town Counsel.

8) Committee Reports

- a) Redevelopment Committee
- b) Sustainability Committee – Commissioner Sanchez is organizing a recycling program for WHA

9) Old Business

- a) **Discussion: Protocols for citizens speak.** Protocols for citizens speak.
 - i) An updates will consider accessibility issues as well as a three-minute per person, and one hour overall cap to citizens speak.

10) New Business

- a) **Resolution #2022-11: Offer the position of Wellesley Housing Authority Executive Director and approval of the contract to Jacqueline Sullivan for an annual salary of \$92,561 for a full-time (37.5 hours per week) effective January 17, 2022, through December 31, 2023, upon the approval of DHCD. Furthermore, authorize Janice Coduri, Chairperson, and Renee Spencer, Treasurer, of the Wellesley Housing Authority Board to sign the contract to represent the acceptance of the entire Board.**

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Abstain; Commissioner, Sanchez – Yes

- b) **Resolution #2022-12: Approval of Change Order 324088-CR-0002– To replace the existing storm doors for the (20) doors for FISH #324088: Window Replacement- Lintel Painting- Total of \$12,944.53.**

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner Sanchez – Yes

- c) **Resolution #2022-13: Approval of FY2022 Budget**

- i) Teresa Ewald reviewed 2022 budget that included total Allowable Nonutility Expenditure Level at \$1,202,676, representing a 4 percent increase over the previous year, and reserves at 35% by yearend.

- ii) **Motion not formally made- intention of votes noted**

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – No; Commissioner, Sanchez – Yes

11) Other Business- None

12) Adjournment

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

Commissioner Coduri – Yes; Commissioner Renzella – Yes; Commissioner Maire – Yes; Commissioner Sanchez – Yes