



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • Wellesleyhousing@aol.com • www.Wellesley-Housing.org

Wellesley Housing Authority Board Meeting Online Remote Meeting Agenda

Monday, November 29, 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. September 30, 2021 [Resolution #2021-62](#)
 - b. October 21, 2021 [Resolution #2021-63](#)
 - c. October 28, 2021 [Resolution #2021-64](#)
 - d. November 4, 2021 [Resolution #2021-65](#)
4. Financial Reports
 - a. Approval of November Bill Payments/Warrant [Resolution #2021-66](#)
 - b. Monthly Financial Statements
 - i. October 2021 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
6. Deputy Director Update
7. Chairperson Report
8. Committee Reports
 - a. WHA Modernization and Redevelopment
 - b. Sustainability Committee
 - c. Executive Director Search Committee
9. Old Business
 - a. Approval of Town of Wellesley Bylaws to reflect tenant board member requirement [Resolution #2021-67](#)
 - b. [Discussion](#): First Reading- Protocols for citizens speak
10. New Business
 - a. Approval of the contract between the Wellesley Housing Authority and the Dedham Housing Authority for the administration of the Wellesley Housing Authority Section 8 Housing Choice Voucher Program [Resolution #2021-68](#)
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
Board Meeting Online Remote Meeting Minutes
Monday, November 29, 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) Citizen Speak - None

3) Approval of Minutes

a) Resolution #2021-62: Approval of minutes from September 30, 2021

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

b) Resolution #2021-63: Approval of minutes from October 21, 2021

i) Upon a duly made motion by Commissioner Renzella and second by Commissioner Spencer, the motion was approved 4-0, with Commissioner Maire voting present and an edit to indicate a Special Board meeting.

c) Resolution #2021-64: Approval of minutes from October 28, 2021

i) Upon a duly made motion by Commissioner Renzella and second, by Commissioner Spencer, the motion was approved 4-0 with Commissioner Maire, voting present, and an edit in Section 4, Financial Reports, to change a comma.

d) Resolution #2021-65: Approval of minutes from November 4, 2021

i) Upon a duly made motion by Commissioner Renzella and second Commissioner Sanchez, the motion was approved 4-0, with Commissioner Spencer voting present

4) Financial Reports

a) Resolution #2021-66: Approval of November Bill Payments/Warrant totaling \$79,252.78

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

b) Monthly Financial Statements from October 2021

i) It was noted that reserves are at 30.8 percent.

c) TAR report by development (Tenant Accounts Receivable)

i) See attached reports: Two TAR reports were submitted, dated 10/31/21, totaling \$185,235.62 and 11/22/21, totaling \$176,018.22, and vacancies dropped to 35 units in the most recent report.

5) Deputy Director Update

a) Discussion: Washington Street window project has begun, and an update meeting was held with residents. SHERA money came in at about \$12,000

6) Chairperson Report

a) Discussion: The process to fill the Board seat designated for a resident has begun. Interested residents need to apply to the Town Clerk by January 12. The Select Board will then be prepared to select an appointment candidate when the seat becomes vacant at the March Town election

b) Chairperson Coduri received a satisfaction survey that an outside consultant completed. The survey was sent to 100 WHA residents; only 17 surveys were returned and were largely favorable.



- c) A budget meeting with the fee accountant is set for December 8, starting the budget process. The budget is not due for submission until the end of January 2022.

7) Committee Reports

a) **WHA Modernization and Redevelopment**

- i) Commissioner Maire followed up with two contacts that had been reached out to earlier in the year, the Cambridge Housing Authority and Mass. Housing Partnership. Both calls were introductory, with follow-ups expected when a new ED is in place.

b) **Sustainability Committee**

- i) Commissioner Sanchez is working on scheduling a meeting with the RDF.

c) **Executive Director Search Committee**

- i) The Committee received the Qualification Matrix and resumes from nine qualified candidates through the search consultant. A lottery will be conducted to select two residents interested in the search committee. Every resident and staff member received information regarding the search committee ahead of the upcoming Thursday, December 2 meeting, when the Search Committee expects to announce the names of all the search committee members.

8) Old Business

a) **Resolution #2021-67: Approval of Town of Wellesley Bylaws to reflect tenant board member requirement**

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

b) **Discussion: First Reading- Protocols for citizens speak.**

- i) The discussion focused on the number of minutes allotted per speaker and total time within a meeting for citizens speak

9) New Business

a) **Resolution #2021-68: Approval of the contract between the Wellesley Housing Authority and the Dedham Housing Authority for the administration of the Wellesley Housing Authority Section 8 Housing Choice Voucher Program**

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

10) Other Business- None

11) Adjournment

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

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 10/31/2021

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	\$ 123,339.14	\$ 23,441.51	\$ 9,532.00	\$ 6,884.00	\$ 22,723.00	\$ 200.00	\$ 26,465.72	\$ 3,778.62	\$ 30,314.29	1	0	13	9
			Vacated Tenants	\$ 47,967.00	\$ -	\$ 1,800.00	\$ 3,605.00	\$ 25,522.00	\$ 1,882.00	\$ -	\$ -	\$ 15,158.00				
			Total	\$ 171,306.14	\$ 23,441.51	\$ 11,332.00	\$ 10,489.00	\$ 48,245.00	\$ 2,082.00	\$ 26,465.72	\$ 3,778.62	\$ 45,472.29				
667-1	36	Morton Circle	Active Tenants	\$ 2,702.00	\$ 2,395.00	\$ 307.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 2,702.00	\$ 2,395.00	\$ 307.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 3,212.00	\$ 1,715.00	\$ 1,421.00	\$ 76.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Vacated Tenants	\$ 1,074.00	\$ -	\$ 358.00	\$ 358.00	\$ 358.00	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 4,286.00	\$ 1,715.00	\$ 1,779.00	\$ 434.00	\$ 358.00	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 1,423.00	\$ 778.00	\$ 515.00	\$ -	\$ -	\$ 130.00	\$ -	\$ -	\$ -	1	0	5	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 1,423.00	\$ 778.00	\$ 515.00	\$ -	\$ -	\$ 130.00	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 340.00	\$ 320.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	0	0	6	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 340.00	\$ 320.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 5,178.48	\$ 2,862.00	\$ 1,361.00	\$ -	\$ -	\$ 86.48	\$ 94.00	\$ -	\$ -	0	0	0	1
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 5,178.48	\$ 2,862.00	\$ 1,361.00	\$ -	\$ -	\$ 86.48	\$ 94.00	\$ -	\$ -				
Total				\$ 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
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	

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

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 11/22/2021

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	\$ 112,880.22	\$ 21,806.55	\$ 13,881.04	\$ 3,285.00	\$ 13,169.00	\$ 180.00	\$ 26,465.72	\$ 3,778.62	\$ 30,314.29					
			Vacated Tenants	\$ 47,967.00	\$ -	\$ -	\$ 1,800.00	\$ 29,127.00	\$ 1,882.00	\$ -	\$ -	\$ -	\$ 15,158.00	1	0	12	9
			Total	\$ 160,847.22	\$ 21,806.55	\$ 13,881.04	\$ 5,085.00	\$ 42,296.00	\$ 2,062.00	\$ 26,465.72	\$ 3,778.62	\$ 45,472.29					
667-1	36	Morton Circle	Active Tenants	\$ 2,766.00	\$ 1,994.00	\$ 772.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 2,766.00	\$ 1,994.00	\$ 772.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 4,050.00	\$ 2,433.00	\$ 915.00	\$ 682.00	\$ -	\$ 20.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ 1,074.00	\$ -	\$ -	\$ 358.00	\$ 716.00	\$ -	\$ -	\$ -	\$ -	\$ -	1	0	5	0
			Total	\$ 5,124.00	\$ 2,433.00	\$ 915.00	\$ 1,040.00	\$ 716.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 1,740.00	\$ 970.00	\$ 576.00	\$ 44.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	5	0
			Total	\$ 1,740.00	\$ 970.00	\$ 576.00	\$ 44.00	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 338.00	\$ 318.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 338.00	\$ 318.00	\$ 10.00	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 5,203.00	\$ 1,623.00	\$ 2,191.00	\$ 520.00	\$ -	\$ -	\$ 94.00	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			Total	\$ 5,203.00	\$ 1,623.00	\$ 2,191.00	\$ 520.00	\$ -	\$ -	\$ 94.00	\$ -	\$ -	\$ -				
Total				\$ 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	
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		
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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		

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



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Wellesley Housing Authority Deputy Director Update November 23, 2021

- We have received about \$12,000 from SHERA towards our tenant accounts receivable
- On Saturday, November 11, 2021, a company WHA contracted with cleaned all gutters at Washington Street and Linden Street
- On Monday, November 22, 2021, Maintenance Mechanic Drainville, Chairperson Coduri, Commissioner Renzella, and I met with residents at Washington Street to discuss the window project scheduled to begin on Monday, November 29, 2021
- The job ad for the maintenance position has ended. Maintenance Mechanic Drainville and I are going over the applications, hoping to start interviews the week of December 6
- All the hallways at our 667 properties were deep cleaned this month.
- Inspections have been completed for all 667 & 705 properties. 200-1 is scheduled for December
- Serviced all our snow equipment to prepare for the winter
- The new dump truck has been registered, insured, and inspected
- Transfers have started for four residents- three are reasonable accommodations, and one is over housed (3BR to 2BR)
- We worked with the Wellesley Service League to assist the children's essential winter clothing drive - boots, coats, gloves, and hats
- Wellesley Friendly Aid donated gift cards to go towards Thanksgiving meals for every Wellesley Housing resident
- Kids Backing Kids 2021 has collected gift requests for any interested child living in housing
- Celebration International Church Food Pantry provided Thanksgiving dinners, including a turkey and a 50-pound bag of groceries, to 25+ Wellesley Housing residents
- Milestone Church is donating Christmas trees to registered families- Pick-up is Saturday, December 4, 2021
 - Free Chick-fil-A breakfast for the whole family * Free Starbucks Coffee or Hot Chocolate for the family
 - * Free Christmas Tree for the family * Free Christmas concert from School Of Rock