



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

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Wellesley Housing Authority Board Meeting Online Remote Meeting Agenda

(REVISED)

Thursday, October 28, 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. October 7, 2021, [Resolution #2021-57](#)
 - b. October 14, 2021, [Resolution #2021-58](#)
4. Financial Reports
 - a. Approval of October Bill Payments/Warrant [Resolution #2021-59](#)
 - b. Monthly Financial Statements
 - i. September 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. **Discussion:** Second Reading – Reasonable Accommodation Policy
10. New Business
 - a. Approval of FY 2022 Payment Standards and Utility Allowances [Resolution #2021-60](#)
 - b. **Discussion:** Appointment of tenant to board
 - c. **Discussion:** Change of town by-laws for tenant appointment
 - d. **Discussion:** Protocols for citizens speak
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

Next Meeting Date: Thursday November 4, 2021

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
 09/30/2021

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	\$ 114,647.80	\$ 17,457.17	\$ 9,843.00	\$ 7,188.00	\$ 19,388.00	\$ 120.00	\$ 26,558.72	\$ 3,778.62	\$ 30,314.29	0	1	14	10
			Vacated Tenants	\$ 47,967.00	\$ 1,800.00	\$ 3,605.00	\$ 1,997.00	\$ 23,525.00	\$ 1,882.00	\$ -	\$ -	\$ 15,158.00				
			Total	\$ 162,614.80	\$ 19,257.17	\$ 13,448.00	\$ 9,185.00	\$ 42,913.00	\$ 2,002.00	\$ 26,558.72	\$ 3,778.62	\$ 45,472.29				
667-1	36	Morton Circle	Active Tenants	\$ 307.00	\$ 307.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	0	7	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 307.00	\$ 307.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 3,008.00	\$ 2,122.00	\$ 781.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	2	0	6	0
			Vacated Tenants	\$ 1,074.00	\$ 358.00	\$ 358.00	\$ 358.00	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 4,082.00	\$ 2,480.00	\$ 1,139.00	\$ 463.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 595.00	\$ 515.00	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -	0	0	6	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 595.00	\$ 515.00	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	6	0
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 2,992.48	\$ 2,042.00	\$ -	\$ -	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -	0	0	0	1
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
			Total	\$ 2,992.48	\$ 2,042.00	\$ -	\$ -	\$ -	\$ 81.48	\$ 94.00	\$ -	\$ -				
Total				\$ 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
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

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



Wellesley Housing Authority
Board Meeting Minutes
Thursday, October 28, 2021 – 9:30 AM

1) Roll Call

Janice Coduri, Chairperson- joined at 10:00AM
Renee Spencer, Treasurer
Odessa Sanchez, Assistant Treasurer
Maura Renzella, Commissioner

Other Attendees:

Jacqueline Sullivan, Deputy Director
Delaney Mansfield, Housing Management Assistant

2) Citizen Speak- NONE

3) Approval of Minutes

a) Resolution #2021-57: Approval of minutes from October 7, 2021

- i) Upon a duly made motion by Commissioner Spencer, seconded by Commissioner Sanchez, the motion to approve the October 7, 2021, minutes was approved 3-0.

b) Resolution #2021-58: Approval of minutes from October 14, 2021

- i) Upon a duly made motion by Commissioner Spencer, seconded by Commissioner Sanchez, the motion to approve the October 14, 2021, minutes was approved 3-0.

4) Financial Reports

a) Resolution #2021-59: Approval of October Bill Payments/Warrant totaling \$168,901.16

- i) Upon a duly made motion by Commissioner Spencer, seconded by Commissioner Sanchez, the motion to approve the October Bill Payments/Warrant totaling \$168,901.16 was approved 3-0.

b) Monthly Financial Statements from October 2021

- i) Received and Place on file (no approval needed)
- ii) Reserves stood at 28%, which is the year end goal to remain at.
- iii) Employee benefits are now in line due to the quarterly payment of GIC benefits.
- iv) Employee salaries are higher this month because of the extra pay period that was half of September, half of October. It will stabilize going forward.
- v) Deputy Director's compensation began for being the point of contact for WHA while the Executive Director search continues.

5) TAR report by development (Tenant Accounts Receivable)

a) See attached report: Total TAR was \$170,601.28.

- i) Discussion: Outstanding money by vacated tenants- Deputy Director Jacqueline is working with Fee Accountant Ewald on what should be written off a write off.
- ii) Discussion: Commissioner Renzella asked for an update on CHAMP. Deputy Director Sullivan reported they offered two family units and one senior unit. One lease has already been signed and two unit showings have been scheduled. WHA staff pulled three new lists made of 75 people per list. The family list is all emergency



applicants. Staff from Dedham is assisting WHA staff with Champ work.

- iii) Discussion: Commissioner Spencer asked for an update on transfers. Deputy Director Sullivan was at the top will have the information by November 1. Deputy Director Sullivan mentioned transfers would increase spending for the vacant apartments.

6) Deputy Director Report

- a) Discussion: Deputy Director Sullivan reported the sidewalk project in front of lane 62-72 has been completed. The window project at Washington Street has been delayed due to previously unknown permitting issues with the Town. Deputy Director Sullivan and the architect will go to the Design Review Board to present the project for approval. Deputy Director Sullivan clarified that the project was approved in April and this set back is beyond our control. Deputy Director Sullivan scheduled the capital needs assessment for Morton Circle and Washington Street for December 6, 2021, at 9 AM. They will assess 4 units at each development, community room, blueprints, trees around the property, and maintenance will be with the assessors during the entire process.

7) Chairperson Report

- a) Discussion: Chairperson Coduri stated that DHCD approved the contract for Glen Grove. Chairperson Coduri signed the contract in the absence of an ED.
- b) Chairperson Coduri created a document to be used for signing policies.
- c) Chairperson Coduri spoke with the Fee Accountant regarding the budget preparation. She reported that the accountant would come to the agency in December to work on the budget with Deputy Director Sullivan, Chairperson Coduri, and Commissioner Maire.

8) Committee Reports

- a) **WHA Modernization and Redevelopment- None**
- b) **Sustainability Committee**
 - i) Commissioner Renzella reported on the meeting with National Grid to begin assessments of apartments to reduce the electric costs for our family units. Commissioner Renzella will work with Deputy Director Sullivan and Maintenance Mechanic Drainville on the application.
- c) **Executive Director Search Committee.**
 - i) Commissioner Renzella worked with Finance Director Viviana Viera to place ads for the positions in the required places.

9) Old Business

- a) **Resolution #2021-61: Approval of Reasonable Accommodation Policy**
 - i) Upon a duly made motion by Commissioner Sanchez, seconded by Commissioner Spencer, the motion to approve the Reasonable Accommodation Policy was approved 4-0.

9) New Business

- b) **Resolution #2021-60: Approval of FY 2022 Payment Standards and Utility Allowances**
 - i) Upon a duly made motion by Commissioner Spencer, seconded by Commissioner Sanchez, the motion to approve FY 2022 Payment Standards and Utility Allowances was approved 4-0.
- c) **Discussion:** Appointment of Tenant to Board
 - i) Chairperson Coduri reported that the WHA received the letter of confirmation of the waiver covering the position that Commissioner Spencer is holds until the position is vacated. Chairperson Coduri discussed the



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next steps that must be taken to fill the position once Commissioner Spencer's term concludes. Chairperson Coduri will contact the Town Clerk's office to inquire further about a timetable to move this process forward.

d) Discussion: Change of Town By-Laws for Tenant Appointment

- i) Chairperson Coduri reported that the Town WHA By-Laws require updating to reflect the tenant appointment.

e) Discussion: Protocol for Citizens Speak

- i) Chairperson Coduri opened a discussion for creating a protocol for Citizen Speak on board meetings. She will draft a document for the Board to review. Commissioner Renzella suggested forums with residents so discuss issues at length.

10) Other Business- None

11) Adjournment

- i) Upon a duly made motion made by Commissioner Sanchez, seconded by Commissioner Renzella, the motion was approved 4-0.

Next Meeting Date: Thursday, November 4, 2021