



Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda
Thursday, April 28, 2022 – 8:30 AM
<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. March 24, 2022 [Resolution #2022-35](#)
4. Financial Reports
 - a. Approval of April Bill Payments/Warrant [Resolution #2022-36](#)
 - b. Monthly Financial Statements
 - i. March 2022 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of March 31, 2022
 - b. TAR Report as of April 25, 2022
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability Committee
9. Old Business
 - a. [Discussion:](#) Switching to In-Person Meetings
 - b. [Discussion:](#) Commissioner Office Hours
 - c. [Resolution #2022-37:](#) Approval of Wellesley Payment Standards effective May 1, 2022
10. New Business
 - a. [Resolution #2022-38:](#) Approval of Fee Agreement and Retention for Curley & Curley, P.C.
 - b. [Discussion:](#) PMR 2021 Review
 - c. [Discussion:](#) Board Responsibilities
 - d. [Discussion:](#) Board Direction
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
Thursday, April 28, 2022 – 8:30 AM

1. Roll Call

PRESENT

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner,

Sara Sierra, Commissioner

Also Present: Jacqueline Sullivan, Executive Director; Ann-Mara Lanza, Select Board Liaison; Doug Smith, Advisory Liaison.

Commissioner Coduri announced that she had received a resignation email from Commissioner Kadohata. Commissioner Coduri thanked her for her two years of service to the Wellesley Housing Authority.

2. Citizen Speak – None

3. Approval of Minutes

a. [Resolution #2022-35](#) minutes of March 24, 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 Coduri – Present

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra - Yes

4. Financial Reports

a. [Resolution #2022-36](#) - Approval of February Bill Payments/Warrant

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

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra - Yes

b. Monthly Financial Statements

Reviewed by the Board and placed on file

5. TAR report (Tenant Accounts Receivable) as of March 31, 2022

The report was reviewed and questions addressed. The Board has requested a tutorial to better understand the TAR report.

6. Executive Director Report

As submitted on written report.

7. Chairperson Report

Commissioner Coduri gave an overview of the role of the CPC and tentative plans to make a request for funding on behalf of the WHA. More information is needed before the Board could move forward with a request. Commissioner Sanchez asked Select Board Rep Lanza for clarification on what are the roles of other town housing committees. Commissioner Coduri asked if Select Board Rep Lanza would be willing to make a presentation to the Board on this subject. She agreed and this will be an agenda item at a future meeting.

8. Committee Reports

a. Redevelopment Committee - The Board agreed that redevelopment and addressing capital needs are separate entities. Commissioners Renzella, Sanchez and Sierra have volunteered to be on the Redevelopment Committee. They will choose a chair before the next board meeting.

Commissioner Coduri will oversee for capital needs issues.

Executive Director Sullivan reported on a conversation with the Cambridge Housing Authority on how to proceed on redevelopment. Takeaways are:

- Get your housing in order first (filling vacancies etc.)
- Recognize that it is difficult to secure funding for development if you do not have federal resources
- Board needs to come up with the vision of what they are looking for specifically
 - For example- management wise, WHA in control/not in control, potential of properties all to Barton Road, are you interested in selling

Cambridge Housing Authority would be willing to review all our documents and assist the board with the road map of redevelopment and capital needs. ED Sullivan will request a proposal from them to accomplish this and bring it back to the board for further discussion.

b. **Sustainability Committee** - no report

9. Old Business

a. Discussion switching to in-person meetings - The Board decided to move to in-person meetings beginning in June. ED Sullivan will explore venues with the Police Station being the first choice and the Library being the second choice.

b. Commissioner Office Hours – The Board discussed how and when to begin holding office hours. Commissioner Renzella will schedule times for each month from May to August. She will hold office hours each month and initially will be joined by another commissioner. Beginning in September, the Board will hold office hours once a month for 1-½ hours. They will rotate through each site, office hours may be in person or on zoom, and each appointment will be 15 minutes.

c. [Resolution #2022-37](#) - Approval of Wellesley Payment Standards effective May 1, 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 Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes

10. New Business

a. [Resolution #2022-38](#) – Approval of Fee Agreement and Retention for Curley & Curley, P.C.

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

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes

b. Discussion of PMR 2021 – ED Sullivan explained the findings of the document to the Board. We are in excellent shape in the maintenance area but there is some remedial work to be accomplished in other areas.

c. Discussion of Board Responsibilities and Direction of Board - Commissioner Coduri explained that there are items being discussed at Board level should be handled in-house. For all attending and listening to the meeting, she outlined the Board Responsibilities and what are not Board responsibilities. The Board discussed and decided that they would like Board training. Commissioner Coduri will investigate possibilities and report back at a subsequent meeting.

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

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 3/31/2022

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	\$ 94,007.55	\$ 25,721.70	\$ 6,512.00	\$ -	\$ 12,899.04	\$ 330.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	13	8
			Total	\$ 94,007.55	\$ 25,721.70	\$ 6,512.00	\$ -	\$ 12,899.04	\$ 330.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29						
667-1	36	Morton Circle	Active Tenants	\$ 2,012.00	\$ 1,772.00	\$ 60.00	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	7	0
			Total	\$ 2,012.00	\$ 1,772.00	\$ 60.00	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 4,278.00	\$ 2,887.00	\$ 640.00	\$ -	\$ 751.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	1	6	0
			Total	\$ 4,278.00	\$ 2,887.00	\$ 640.00	\$ -	\$ 751.00	\$ -	\$ -	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 1,806.00	\$ 1,335.00	\$ 303.00	\$ -	\$ 18.00	\$ 150.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	5	0
			Total	\$ 1,806.00	\$ 1,335.00	\$ 303.00	\$ -	\$ 18.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 362.00	\$ 362.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	4	0
			Total	\$ 362.00	\$ 362.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 6,576.00	\$ 2,779.00	\$ 818.00	\$ -	\$ 2,933.00	\$ 46.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	0	1
			Total	\$ 6,576.00	\$ 2,779.00	\$ 818.00	\$ -	\$ 2,933.00	\$ 46.00	\$ -	\$ -	\$ -	\$ -					
Total				\$ 109,041.55	\$ 34,856.70	\$ 8,333.00	\$ -	\$ 16,781.04	\$ 526.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	1	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			\$ 113,994.40	\$ 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	35	9			
2/28/2022			\$ 117,715.95	\$ 28,085.40	\$ 13,839.00	\$ 10,712.70	\$ 15,916.04	\$ 430.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
3/21/2022			\$ 109,041.55	\$ 34,856.70	\$ 8,333.00	\$ -	\$ 16,781.04	\$ 526.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	1	35	9			

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 4/25/2022

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	\$ 77,228.09	\$ 15,166.74	\$ 14,138.00	\$ -	\$ 11,929.00	\$ 436.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	13	6
			Total	\$ 77,228.09	\$ 15,166.74	\$ 14,138.00	\$ -	\$ 11,929.00	\$ 436.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 1,760.00	\$ 1,706.00	\$ 54.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 232.00	\$ 232.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 1,992.00	\$ 1,938.00	\$ 54.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 3,363.00	\$ 1,500.00	\$ 1,311.00	\$ -	\$ 516.00	\$ 36.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	7	0
			Total	\$ 3,363.00	\$ 1,500.00	\$ 1,311.00	\$ -	\$ 516.00	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 1,697.00	\$ 590.00	\$ 786.00	\$ -	\$ 194.00	\$ 127.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ 246.00	\$ 246.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 1,697.00	\$ 836.00	\$ 1,032.00	\$ -	\$ 194.00	\$ 127.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 371.00	\$ 339.00	\$ 8.00	\$ -	\$ -	\$ 24.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 371.00	\$ 339.00	\$ 8.00	\$ -	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 6,171.00	\$ 1,755.00	\$ 2,225.00	\$ -	\$ 2,191.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 6,171.00	\$ 1,755.00	\$ 2,225.00	\$ -	\$ 2,191.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total				\$ 90,822.09	\$ 21,534.74	\$ 18,768.00	\$ -	\$ 14,830.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6		
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	35	9			
2/28/2022			\$ 117,715.95	\$ 28,085.40	\$ 13,839.00	\$ 10,712.70	\$ 15,916.04	\$ 430.70	\$ 14,639.20	\$ 3,778.62	\$ 30,314.29	1	1	35	9			
3/21/2022			\$ 109,041.55	\$ 34,856.70	\$ 8,333.00	\$ -	\$ 16,781.04	\$ 526.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	1	35	9			
3/31/2022			\$ 95,383.55	\$ 26,610.70	\$ 7,627.00	\$ -	\$ 12,121.04	\$ 480.70	\$ 14,451.20	\$ 3,778.62	\$ 30,314.29	0	2	37	8			
4/25/2022			\$ 90,822.09	\$ 21,534.74	\$ 18,768.00	\$ -	\$ 14,830.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6			



**Wellesley Housing Authority
Executive Director Report
April 2022**

I want to take this opportunity to express my thanks to the entire WHA staff. The success of WHA depends on the quality of our staff members, and their dedication shines through in everything they do. Our WHA team goes above and beyond for our residents and each other, and I appreciate and am grateful for everyone's positive attitude and incredible work ethic.

Barton Road Spring Cleanup Day! Saturday, May 7th starting @ 7 AM-- Meeting at 9-11 Barton Road.

We are looking for volunteers to make this a family event! Face painting, ice cream sundaes & other volunteer opportunities are available. For more information, please reach out to Renee Spencer, Spencerrenee242@outlook.com, or Brian Drainville, 781-235-0223

Maintenance

- "Punch list" and the storm door installation for the Washington Project started on Monday, April 25th, 2022
- We spent much of the month working on the landscape at all elderly developments and the Linden Street development.
- We received the new L&I wages effective April 1st.
 - Housing authorities are bound to these rates.
- Jopher and Brian are attending three training sessions over the next month to work on their MAHAM's Massachusetts Maintenance Supervisor (MMS) and Massachusetts Maintenance Technician (MMT) certification courses. MAHAM'S credential programs are designed specifically for the management of maintenance in public housing. The housing management industry, including DHCD and HUD, recognizes MAHAM with a high degree of expertise and professionalism.
- We will discuss a "cleanup day" for 667 developments and will announce when and how many dumpsters will be available. We are looking at the end of the summer/beginning of fall.
- Henry MacKinnon's eagle scout project has been signed off- he will be building six raised garden beds for the Washington Street Property.

Staff Updates

- MeLinda Williams will be joining our team on May 3rd, 2022, as the State Public Housing Coordinator. We are excited to welcome MeLinda to our team.
- We are still in the process of hiring an Occupancy Specialist.

Other

- The PMR desk audit and facilities review for FY 12/31/2021 was completed on April 13th, 2022. The goal of the PMR is to review key elements of your housing authority operations and identify areas of strength and areas to improve.

Upcoming Training/Events

- 2022 Annual Conference & Exhibition - May 22-25- Sea Crest Hotel, Falmouth, MA
- Board Member Training-Finance- May 7th