



Wellesley Housing Authority Board Meeting  
Online Remote Meeting Agenda  
Thursday, March 24, 2022 – 8:30 AM  
<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
  - a. February 24, 2022 [Resolution #2022-29](#)
  - b. March 4, 2022 [Resolution #2022-30](#)
4. Financial Reports
  - a. Approval of March Bill Payments/Warrant [Resolution #2022-31](#)
  - b. Monthly Financial Statements
    - i. January 2022 [Received and Place on file \(no approval needed\)](#)
    - ii. February 2022 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
  - a. TAR Report as of February 31, 2022
  - b. TAR Report as of March 22, 2022
6. Chairperson Report
7. Committee Reports
  - a. Community Updates
  - b. Redevelopment Committee
  - c. Sustainability Committee
8. Old Business
  - a. [Discussion:](#) Redevelopment next steps
  - b. [Discussion:](#) Automatic Laundry Contract- 8 Years ([Resolution #2022-32](#); if the vote is taken)
9. New Business
  - a. [Resolution #2022-33:](#) Approval of the contract between Wellesley and the Department of Housing and Community Development for the ARPA Earmark- 500,000.00- Electrical upgrades and other maintenance
  - b. [Resolution #2022-34:](#) Approval of the contract between Wellesley and the Department of Housing and Community Development for the ARPA Earmark- 60,000.00- Stair replacement at 50 Waldo Court (Linden Street)
  - c.
  - d. [Annual Meeting:](#) Approval of officers [Resolution #2022-35](#)
  - e. [Discussion:](#) Switching to In-Person Meeting
  - f. [Discussion:](#) Commissioner Office Hours
10. Other Business – Consideration of any matter not known about, or which could not have been reasonably foreseen within 48 hours of this meeting.
11. 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, March 24, 2022 – 8:45 AM**

**1) Roll Call**

Stephanie Kadohata, Acting Chair; Maura Renzella, Commissioner; Odessa Sanchez, Commissioner; Sara Sierra, Commissioner **Absent:** Janice Coduri

**Other Attendees:** Jacqueline Sullivan, Executive Director; Doug Smith, Advisory Liaison

**2) Citizen Speak** – Alexandra Albino, raised a concern about potholes and entry stairs.

**3) Approval of Minutes**

**a) Resolution #2022-29: Approval of minutes of February 24, 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 Renzella – Yes; Commissioner Sanchez – Yes; Commissioner Sierra - Present; Commissioner Kadohata – Yes

**b) Resolution #2022-30: Approval of minutes of March 4, 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 Renzella – Yes; Commissioner, Sanchez – Yes; Commissioner Sierra– Yes; Commissioner Kadohata – Present

**4) Financial Reports**

**a) Resolution #2022-31: Approval of March Bill Payments/Warrant \$235,987.74**

- 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 Renzella – Yes; Commissioner Sanchez – Yes; Commissioner, Sierra – Yes; Commissioner Kadohata – Yes

**b) Monthly Financial Statements with reserves at 29.7 percent at the end of February**

- i) January 2022 Received and Place on file (no approval needed)  
ii) February 2022 Received and Place on file (no approval needed)

**c) TAR report by development (Tenant Accounts Receivable) includes the last payment of SHERA money**

- i) TAR Report as of February 31, 2022  
ii) TAR Report as of March 22, 2022

**5) Executive Director Report**

- a) Linden St. entranceway repair work is going through an insurance agency, and is on hold until the weather improves. Started interviews for two office staff positions, but the search is continuing. The fourth maintenance person started last week.

**6) Chairperson Report- None**

**7) Committee Reports**

- a) **Community Updates** - Boy Scout projects are being considered. Debate over the responsibility for oversight and reporting of community activities took place.
- b) **Redevelopment Committee** – Commissioner Renzella plans to reach out to a private developer Boston Real Estate Capital, who contacted her recently.
- c) **Sustainability Committee** – Update on the community frig project was provided by Commissioner Sanchez.



## 8) Old Business

### a) Discussion: Redevelopment next steps

- i) Discussion of three studies relevant to redevelopment, including the Boston College Visioning study in 2018, the Tise report in 2021, and the Capital Needs Assessment in 2022, was undertaken. Commissioner Renzella wants to wait until Town Planning Dept does the visioning study. Doug Smith, Advisory Liason, said there is a lot of interest from the Town for helping to redevelop some of WHA property, so this is a good time to make known that partnership is welcome. Executive Director Sullivan wants to look at CNAs for other locations and then reassess redevelopment needs. Commissioners Sanchez and Sierra both expressed support for further exploration of redevelopment options and also expressed interest in joining the redevelopment subcommittee.

### b) Resolution #2022-32 Automatic Laundry Lease Contract for an 8-Year term

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

## 9) New Business

### a) Resolution #2022-33: Approval of the contract between Wellesley and the Department of Housing and Community Development for the American Rescue Plan Act (ARPA) Resources Earmark of \$500,000.00 for Electrical upgrades and other maintenance.

- i) The Board gratefully acknowledged the support of Ann-Mara Lanza, Select Board liaison, and the Town of Wellesley, in securing the ARPA funds.
- ii) 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 Sanchez - Yes; Commissioner, Sierra – Yes; Commissioner Kadohata – Yes

### b) Resolution #2022-34: Approval of the contract between Wellesley and the Department of Housing and Community Development for the ARPA Earmark \$60,000.00 for Stair replacement at 50 Waldo Court (Linden Street)

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

### c) Discussion: Switching to In-Person Meeting.

- i) Commissioner Renzella suggested doing a Doodle poll of Board members to identify potential in-person meeting times.

### d) Discussion: Commissioner Office Hours – tabled for a future meeting.

## 10) Other Business- None

## 11) Adjournment

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

Commissioner Renzella – Yes; Commissioner Sanchez - Yes; Commissioner, Sierra – Yes; Commissioner Kadohata – Yes

Wellesley Housing Authority  
 Tenant Account Receivable  
 Vacancy Report  
 2/28/2022

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	\$ 101,064.95	\$ 19,991.40	\$ 10,810.00	\$ 8,489.70	\$ 12,855.04	\$ 280.70	\$ 14,545.20	\$ 3,778.62	\$ 30,314.29						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	13	8
			<b>Total</b>	<b>\$ 101,064.95</b>	<b>\$ 19,991.40</b>	<b>\$ 10,810.00</b>	<b>\$ 8,489.70</b>	<b>\$ 12,855.04</b>	<b>\$ 280.70</b>	<b>\$ 14,545.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>						
667-1	36	Morton Circle	Active Tenants	\$ 3,015.00	\$ 2,376.00	\$ 387.00	\$ 132.00	\$ 120.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			<b>Total</b>	<b>\$ 3,015.00</b>	<b>\$ 2,376.00</b>	<b>\$ 387.00</b>	<b>\$ 132.00</b>	<b>\$ 120.00</b>	<b>\$ -</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>	<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>	<b>\$ -</b>				
667-3	31	Weston Rd	Active Tenants	\$ 295.00	\$ 295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	0	4	0
			<b>Total</b>	<b>\$ 295.00</b>	<b>\$ 295.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
705-1	12	Waldo Ct	Active Tenants	\$ 7,201.00	\$ 2,006.00	\$ 1,220.00	\$ 1,220.00	\$ 2,661.00	\$ -	\$ 94.00	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	1
			<b>Total</b>	<b>\$ 7,201.00</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>\$ -</b>				
<b>Total</b>				<b>\$ 117,715.95</b>	<b>\$ 28,085.40</b>	<b>\$ 13,839.00</b>	<b>\$ 10,712.70</b>	<b>\$ 15,916.04</b>	<b>\$ 430.70</b>	<b>\$ 14,639.20</b>	<b>\$ 3,778.62</b>	<b>\$ 30,314.29</b>	<b>1</b>	<b>1</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	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			