



Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda -- **REVISED**

Thursday, June 30, 2022—9:00 AM

Wellesley Police Station—Kingsbury Room

Friday, July 1, 2022—11:30 AM

<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. ~~Recognition of Community Projects—Henry Mackinnon, Reece Hoskyns, and Jessica Rigoli~~
3. ~~Citizen Speak~~
4. Approval of Minutes
 - a. May 26, 2022 [Resolution #2022-43](#)
 - b. June 2, 2022 [Resolution #2022-44](#)
5. Financial Reports
 - a. Approval of May Bill Payments/Warrant [Resolution #2022-45](#)
 - b. Monthly Financial Statements
 - i. May 2022 [Received and placed on file \(no approval needed\)](#)
6. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of May 31, 2022
 - b. TAR Report as of June 21, 2022
7. ~~Executive Director Report~~
8. ~~Chairperson Report~~
9. ~~Committee Reports~~
 - a. ~~Redevelopment Committee~~
 - b. ~~Sustainability Committee~~
10. ~~Old Business~~
11. New Business
 - a. [Resolution #2022-46](#): Work order execution for approved work order No. 62495.9051.202206131649 for DHCD Project # 324087 Parking lot, walkway resurface, Weston Rd site
 - b. ~~[Discussion](#): Presentation by Select Board member Ann Mara Lanza on various town boards involved in affordable housing~~
 - c. ~~[Discussion](#): Capital Needs Assessments River Street & Weston Road~~
12. ~~Other Business—Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.~~
13. 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
Online Remote Board Meeting Minutes
Date and Time of Meeting
Friday July 1, 2022 -11:30 a.m.

1. ROLL CALL

Commissioner Coduri called the meeting to order at 11:32 with the following roll call vote:

PRESENT

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Sara Sierra, Commissioner

2. APPROVAL OF MINUTES

Commissioner Renzella moved the minutes of May 26, 2022 and Commissioner Sierra seconded the motion. The roll call vote was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sierra - Yes

Commissioner Renzella moved the minutes of June 2, 2022 and Commissioner Sierra seconded the motion. The roll call vote was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sierra - Yes

Commissioner Sanchez joined the meeting after the minutes were presented and voted. At her request, the minutes were amended for clarifications and changes.

Commissioner Sanchez moved to make a notation that former Commissioner Kadohata's name also includes aka Kim Maire. Commissioner Renzella seconded the motion. The roll call vote was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez - Yes

Commissioner Sierra - Yes

Commissioner Renzella moved to amend the minutes of June 2, 2022 to reflect that this is resolution 2022-50. Commissioner Sanchez seconded the motion. The roll call vote was as follows:

Commissioner Coduri – Yes
Commissioner Renzella – Yes
Commissioner Sanchez - Yes
Commissioner Sierra - Yes

3. APPROVAL OF 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

4. TAR report (Tenant Account Receivable) and financial statements entered into the record with no comments.

NEW BUSINESS

Upon a motion made by Commissioner Renzella and seconded by Commissioner Sierra, to approve work order No. 62495.9051.202206131649 for DHCH Project #324087 Parking lot, walkway resurface Weston Road site the resolution was approved by a roll call vote as follows:

Commissioner Coduri – Yes
Commissioner Renzella – Yes
Commissioner Sanchez – Yes
Commissioner Sierra - Yes

5. 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
 5/31/2022

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	\$ 82,113.05	\$ 15,577.00	\$ 9,559.70	\$ 10,050.00	\$ 10,916.00	\$ 452.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	1	14	6
			Total	\$ 82,380.05	\$ 15,844.00	\$ 9,559.70	\$ 10,050.00	\$ 10,916.00	\$ 452.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 200.00	\$ 188.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 200.00	\$ 188.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 2,922.00	\$ 1,274.00	\$ 581.00	\$ 1,043.00	\$ -	\$ 24.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 2,922.00	\$ 1,274.00	\$ 581.00	\$ 1,043.00	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 1,181.00	\$ 516.00	\$ 393.00	\$ 180.00	\$ -	\$ 92.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 1,181.00	\$ 516.00	\$ 393.00	\$ 180.00	\$ -	\$ 92.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 393.00	\$ 371.00	\$ 10.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 393.00	\$ 371.00	\$ 10.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 5,501.00	\$ 2,169.00	\$ 937.00	\$ 2,012.00	\$ 383.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 5,501.00	\$ 2,169.00	\$ 937.00	\$ 2,012.00	\$ 383.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total				\$ 92,577.05	\$ 20,362.00	\$ 11,480.70	\$ 13,285.00	\$ 11,299.00	\$ 592.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	39	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			
4/30/2022			\$ 87,481.09	\$ 18,901.74	\$ 17,589.00	\$ -	\$ 14,809.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6			
5/23/2022			\$ 102,987.12	\$ 26,049.07	\$ 12,591.70	\$ 15,068.00	\$ 12,972.00	\$ 748.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	39	6			
5/31/2022			\$ 92,577.05	\$ 20,362.00	\$ 11,480.70	\$ 13,285.00	\$ 11,299.00	\$ 592.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	39	6			

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 5/31/2022

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	\$ 93,949.69	\$ 20,556.17	\$ 10,831.00	\$ 7,777.00	\$ 19,019.00	\$ 208.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	13	6
			Total	\$ 94,483.69	\$ 20,823.17	\$ 11,098.00	\$ 7,777.00	\$ 19,019.00	\$ 208.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 2,658.00	\$ 2,646.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 2,658.00	\$ 2,646.00	\$ -	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 2,619.00	\$ 2,500.00	\$ 95.00	\$ -	\$ -	\$ 24.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 2,619.00	\$ 2,500.00	\$ 95.00	\$ -	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 993.00	\$ 463.00	\$ 393.00	\$ 80.00	\$ -	\$ 57.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 993.00	\$ 463.00	\$ 393.00	\$ 80.00	\$ -	\$ 57.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 284.00	\$ 284.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 284.00	\$ 284.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 6,948.00	\$ 2,671.00	\$ 1,345.00	\$ 937.00	\$ 1,995.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 6,948.00	\$ 2,671.00	\$ 1,345.00	\$ 937.00	\$ 1,995.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total				\$ 107,985.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 301.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	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			
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4/30/2022			\$ 87,481.09	\$ 18,901.74	\$ 17,589.00	\$ -	\$ 14,809.00	\$ 623.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	1	38	6			
5/23/2022			\$ 102,987.12	\$ 26,049.07	\$ 12,591.70	\$ 15,068.00	\$ 12,972.00	\$ 748.53	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	38	6			
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6/21/2022			\$ 107,985.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 301.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6			



**Wellesley Housing Authority
Executive Director Report – Jacqueline E. Sullivan
June 24, 2022**

Thank you to the Wellesley Service League for their continued support of the Wellesley Housing Authority. WSL is a not-for-profit organization established to provide volunteer services to the community. We can't thank WSL enough for their support and \$500 donation to our community!

I am excited to welcome Sarah, who will be volunteering at Wellesley Housing Authority this summer! A few things about Sarah: she is a rising senior at Villanova University in Pennsylvania, has two dogs, and likes to read! Sarah is excited to organize community activities at our elderly/handicapped properties for the summer, like Coffee & Conversation, Bingo, and more! We are looking forward to Sarah joining our team!

Maintenance

- Inspections for Morton Circle Street were completed on May 26th.
- Inspection schedule as of today:
 - Weston Road, June 28th
 - Linden Street, June 29th
- Completed three vacancies, 1 at Morton circle, 1 at Washington Street and 1 at Barton Road.
- We spent much of the month working on vacancy turnovers and continuing inspection work order.
- June 16th- DHCD PMR re-inspection.

Staff Updates

- Director Sullivan was selected to serve on the Board of Southern Massachusetts Executive Directors' Association (SMEDA) for a 2-year term starting August 1, 2022
- June 2nd- Director Sullivan attended Regional Legal Services Orientation Training
- June 10th- Maintenance Supervisor Drainville and M.Williams attended MPHA Training courses Professional Relationships and Procurement.
 - M.Williams has been registered for her MPHA courses
- June 16th- H.Pimenta, V.Veira, and M.Williams attended CHAMP training on making determinations.

CHAMP/Vacancies

- Currently making determinations for 2 BR list
- 2BR list- 9 RTS, 112 no response- letters have been generated and sent
- 3BR list- 19 RTS, 101 no responses- letters have been generated and sent (still working on this list)
- As of today, we have 1 new vacancy.

Other

- Insurance repair of the Linden Street Staircase is fully complete.
- The DHCD House Doctor Administrator has approved the fee proposal of Allen & Major Associates, Inc. for Project #324087, Parking lot, walkway resurface, Weston Rd site.
 - Kick-off meeting scheduled for 6/28
- Police Station Parking Lot Update- The contractor continues to install granite curbing, stormwater drainage pipe, and wheelchair ramps. Next week, they will be pouring concrete for the wheelchair ramps and finishing the granite curbing installation. The contractor will begin removing gravel adjacent to the location of the new parking spaces by the Housing Buildings in the next 1-2 weeks.

Upcoming Training/Events

- Board Member Training (massNAHRO)
 - Personnel- July 16th
 - Professional Relationships- August 20th
 - Finance- October 15th



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • contact@wellesleyhousing.org • Wellesley-Housing.org



- Regional Legal Services Program Summer Training (DHCD)
 - LHA Governance Training*: Working Effectively with Your Board and OML Compliance- July 14th 9:30 a.m. – 11:00 a.m.
 - ****Free & pre-registration is required by Director Sullivan***