



Wellesley Housing Authority Board Meeting Agenda
Online Remote Meeting Agenda -- **REVISED**
Thursday, July 28, 2022—9:00 AM **7:00 PM**
~~Wellesley Police Station—Kingsbury Room~~

The meeting will be live on local cable TV Comcast 9/Verizon 39
<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Recognition of Community Projects – Henry Mackinnon, Reece Hoskyns, and Jessica Rigoli
3. Consent Agenda [Resolution #2022-48](#)
 - a. Approval of May bill payment/Warrant [Resolution #2022-46](#)
 - b. Approval of Minute May 26, 2022 [Resolution #2022-47](#)
 - c. Former Commissioner Kadohata's name also includes aka Kim Maire [Resolution #2022-49](#)
 - d. Approval of minutes of June 2, 2022 [Resolution #2022-50](#)
 - e. Approval of June bill payment/Warrant [Resolution #2022-51](#)
 - f. Work order No. 62495.9051.202206131649 for DHCH Project #324087 Parking lot, walkway resurface Weston Road site [Resolution #2022-52](#)
4. Citizen Speak
5. Approval of Minutes
 - a. July 1, 2022 [Resolution #2022-53](#)
6. Financial Reports
 - a. Approval of July Bill Payments/Warrant [Resolution #2022-54](#)
 - b. Monthly Financial Statements
 - i. June 2022 [Received and placed on file \(no approval needed\)](#)
7. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of June 30, 2022
 - b. TAR Report as of July 25, 2022
8. Executive Director Report
9. Chairperson Report
10. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability Committee
11. Old Business
 - a. **Discussion:** Presentation by Select Board member Ann-Mara Lanza on various town boards involved in affordable housing
 - b. **Discussion:** Board Action Items
12. New Business
 - a. Approval of Change Order 324088-CP-0003 for No Cost Time Extension – Washington Street Window Project [Resolution #2022-55](#)
 - b. Approval of Certificate of Final Completion Fish #324088- Washington Street Window Project [Resolution #2022-56](#)
 - c. **Discussion:** Schedule Annual Plan Meeting Date

13. Other Business – Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.

14. 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, July 28, 2022 – 7 PM

1. Roll Call

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.

2. Recognition of Community Projects – Reece Hoskyns and Jessica Rigoli

Jessica Rigoli spoke of the art sessions she held at Barton Road as part of her Gold Circle Girl Scout award project. Reece Hoskyns spoke of the computer lab that he created for Weston Road residents for his Eagle Scout Project. Both were congratulated by the Board for their initiative, help to WHA Community and completion of their required projects.

3. Citizen Speak – none

4. Consent Agenda [Resolution #2022-48](#)

a. Approval of May bill payment/Warrant [Resolution #2022-46](#)

b. Approval of Minute May 26, 2022 [Resolution #2022-47](#)

c. Former Commissioner Kadohata's name also includes aka Kim Maire [Resolution #2022-49](#)

d. Approval of minutes of June 2, 2022 [Resolution #2022-50](#)

e. Approval of June bill payment/Warrant [Resolution #2022-51](#)

f. Work order No. 62495.9051.202206131649 for DHCH Project #324087 Parking lot, walkway resurface Weston Road site [Resolution #2022-52](#)

This resolution corrects incorrect resolution numbers from a prior meeting.

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

5. Approval of Minutes of July 1, 2022 [Resolution #2022-53](#)

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



6. Financial Reports

a. Approval of April Bill Payments/Warrant [Resolution #2022-54](#)

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 2022

[Received and Place on file \(no approval needed\)](#)

7. TAR report by development (Tenant Accounts Receivable)

TAR of June 30, 2022 - [Received and placed on file](#)

Commissioner Coduri requested that a tutorial be set up for Commissioners to better understand this report.

6. Executive Director Report - submitted in writing. There were no questions from the Board.

7. Chairperson Report

Commissioner Coduri asked if Commissioners wished to continue remote meetings. The Board agreed to hold remote meetings for August and September, and to place on the September agenda a discussion of future times and days of meetings.

8. Committee Reports

a. Redevelopment Committee – no report

b. Sustainability Committee – no report

9. Old Business

a. [Discussion:](#) Presentation by Select Board Ann-Mara Lanza on various town boards involved in affordable housing. Select Person Lanza presented a brief and thorough presentation of all the Boards that are involved in subsidized and affordable housing given a description of their roles and how the Boards come together to discuss issues and opportunities.

b. [Discussion:](#) Board Action Items – Commissioner Coduri asked Board members to review what they have agreed to do and send proposed timeline for each action to her to be reviewed at the next Board meeting.



10. New Business

a. Resolution #2022-55: Approval of Change Order 324088-CP-0003 for No Cost Time Extension – Washington Street Window Project

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. Resolution #2022-56: Approval of Certificate of Final Completion Fish #324088- Washington Street Window Project

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

c. Discussion: Schedule Annual Plan Meeting date

ED Sullivan discussed the sequence of actions that need to take place for presentation of the annual plan beginning with setting the date for a review and approval by the Board. The Board agreed that this would be at a separate meeting on September 22 before the regularly scheduled meeting on that date.

11. Adjournment – Upon a motion by Commissioner Renzella and seconded by Commissioner Sierra to adjourn, the roll call vote was as follows:

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

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 6/30/2022

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	\$ 93,829.69	\$ 20,556.17	\$ 10,831.00	\$ 7,777.00	\$ 19,019.00	\$ 88.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	14	6
			Total	\$ 94,363.69	\$ 20,823.17	\$ 11,098.00	\$ 7,777.00	\$ 19,019.00	\$ 88.70	\$ 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				\$ 107,865.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 181.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	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	38	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			
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			
6/30/2022			\$ 107,865.69	\$ 29,387.17	\$ 12,931.00	\$ 8,794.00	\$ 21,014.00	\$ 181.70	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6			

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 7/25/2022

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	\$ 99,616.02	\$ 18,897.90	\$ 12,407.00	\$ 7,802.00	\$ 24,803.00	\$ 148.30	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ -	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	14	6
			Total	\$ 100,150.02	\$ 18,897.90	\$ 12,674.00	\$ 8,069.00	\$ 24,803.00	\$ 148.30	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 3,523.00	\$ 2,396.00	\$ 1,115.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 3,523.00	\$ 2,396.00	\$ 1,115.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-2	40	Washington St	Active Tenants	\$ 3,222.00	\$ 2,565.00	\$ 563.00	\$ 70.00	\$ -	\$ 24.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 3,222.00	\$ 2,565.00	\$ 563.00	\$ 70.00	\$ -	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 822.00	\$ 770.00	\$ -	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 822.00	\$ 770.00	\$ -	\$ -	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 1,066.00	\$ 1,058.00	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 1,066.00	\$ 1,058.00	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
705-1	12	Waldo Ct	Active Tenants	\$ 7,081.00	\$ 2,665.00	\$ 1,345.00	\$ 1,345.00	\$ 1,726.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 7,081.00	\$ 2,665.00	\$ 1,345.00	\$ 1,345.00	\$ 1,726.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total				\$ 115,864.02	\$ 28,351.90	\$ 15,705.00	\$ 9,484.00	\$ 26,529.00	\$ 236.30	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	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			
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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	38	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			
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			
6/30/2022			\$ 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			
7/25/2022			\$ 115,864.02	\$ 28,351.90	\$ 15,705.00	\$ 9,484.00	\$ 26,529.00	\$ 236.30	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6			



**Wellesley Housing Authority
Executive Director Report – Jacqueline E. Sullivan
July 28, 2022**

Maintenance

- Inspection work orders are complete for Weston Road, Linden Street, and Washington Street
- Completed one vacancy at Washington Street

Staff Updates- Training etc.

- Cybersense has been assisting Director Sullivan with the Annual Plan and will also help with posting the meeting per DHCD regulation.
- July 12 - V.Veira attended the Annual Plan Training
- July 14 - Director Sullivan attended Regional Legal Services Training “Working Effectively with Your Board and OML Compliance.”
- July 14- V.Veira attended a meeting with ALPHA for the new Dental/ Vision insurance benefits
- July 15 - M.Williams attended the MPHA Training course “Personnel.”
- July 21- V.Veira attended Small Agency Communications webinar with NAHRO
- July 28 - H.Pimenta, V.Veira, and M.Williams attended MassNAHRO Think Tank. Think Tanks are virtual roundtables on timely topics where members can share ideas, challenges, and success stories. Registration is free for MassNAHRO members

CHAMP/Vacancies

- H.Pimenta continues the partnership with Beth, who specializes with CHAMP and Eileen regarding preference and priority
- We have continued to clean up our lists and plan on pulling more lists in the next few weeks
- As of today, we have no new vacancies

Other

- **Police Station Parking Lot Update:-** There has been much progress with the parking lot project. The binder course of asphalt was installed last week. They have been working on the conduit for the lights and EV charging station, which took some time. The contractor continues to work on the bio-swales, finishing up the lights, and will spread loam soon in the lawn areas. There isn't a date yet for final paving, but it will be soon. Some curbing will happen just before final paving (an asphalt curb, not granite curbing).

Upcoming Training/Events

- MassNAHRO Fall conference will be held in person from November 13-15 at the DoubleTree Boston North Shore in Danvers, MA. Once the agenda is complete, I will send it to the board.
- Board Member Certification Program (MassNAHRO)
 - Professional Relationships- August 20
 - Ethics- September 24
 - Finance- October 15
- PHA Budget Workshop Training- September 29
 - Trainer Teresa Ewald
 - This class is geared to Executive Directors, Administrative staff, Maintenance staff, and Board Members. It will cover all aspects of budget planning, regulations, preparation, and analysis/presentation of the annual budget for your housing authority.