



Wellesley Housing Authority Board Meeting  
Online Remote Meeting Agenda  
Thursday, May 26, 2022 – 8:30 AM  
<https://www.wellesleymedia.org/live-streaming.html>

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
  - a. April 28, 2022 [Resolution #2022-39](#)
4. Financial Reports
  - a. Approval of April Bill Payments/Warrant [Resolution #2022-40](#)
  - b. Monthly Financial Statements
    - i. April 2022 [Received and Place on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
  - a. TAR Report as of April 30, 2022
  - b. TAR Report as of May 23, 2022
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
  - a. Redevelopment Committee
  - b. Sustainability Committee
9. Old Business
  - a. [Discussion:](#) Evening Meeting schedule
  - b. [Discussion:](#) Commissioner Office Hours
  - c. [Discussion:](#) Board Training
10. New Business
  - a. [Resolution #2022-41:](#) Approval of Certificate of Substantial Completion for FISH #324088: Window Replacement-Lintel Painting
  - b. [Resolution #2022-42:](#) Washington Street/ Morton Circle Gardening Policy
  - c. [Discussion:](#) CPC/Capital Improvement Update
  - d. [Discussion:](#) Board Action Items
  - e. [Discussion:](#) Board Rolls
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, May 26, 2022 – 8:30 AM

1. Roll Call

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner,

Sara Sierra, Commissioner

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

Absent: Executive Director Jackie Sullivan

2. Citizen Speak – none

3. Approval of Minutes

a. April 28, 2022 [Resolution #2022-39](#)

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

4. Financial Reports

a. Approval of April Bill Payments/Warrant [Resolution #2022-40](#)

Tabled until meeting of June 2, 2022

b. Monthly Financial Statements

i. April 2022 [Received and Place on file \(no approval needed\)](#)

5. TAR report by development (Tenant Accounts Receivable)

Tabled until meeting of June 2, 2022

6. Executive Director Report

7. Chairperson Report

Commissioner Coduri reported that the Capital Needs Assessment for River Street has been received and will be distributed by ED Sullivan. She also noted that WHA would receive a distribution of ARPA funds from DHCD. She reported that WHA has sent the required form on the resignation of Commissioner Kadohata to DHCD along with her resignation email. This will begin the process for appointing a replacement.



## 8. Committee Reports

- a. Redevelopment Committee – no report
- b. Sustainability Committee – Commissioner Sanchez commented on sustainability issues with the change from heating to cooling season at Barton Road. She expressed an interest in eorking on these issues.

## 9. Old Business

- a. **Discussion:** Evening Meeting schedule – The Board agreed that the October 7, 2022 meeting would be an evening meeting.
- b. **Discussion:** Commissioner Office Hours – Commissioner Renzella will send out a doodle poll to schedule office hours for June through August
- c. **Discussion:** Board Training – Commissioner Coduri presented one proposal for board training. The Board agreed that training will be postponed until the Board vacancy is filled.

## 10. New Business

- a. **Resolution #2022-41:** Approval of Certificate of Substantial Completion for FISH #324088: Window Replacement-Lintel Painting

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

- b. **Resolution #2022-42:** Washington Street/ Morton Circle Gardening Policy

Commissioner discussed the proposed policy and decided that all were comfortable moving forward with a vote even though this was a first reading of the document.

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:** CPC/Capital Improvement Update – Commissioner Coduri gave an overview on the status of capital needs and the role of CPC. CPC has indicated that they would be willing to support a project brought forward by the WHA. The board discussed possibilities, and Commissioner Renzella moved **Resolution 2022-43** to proceed with a proposal to update the Morton Circle Community Room to meet handicapped accessibility requirements and to request funding by the CPC. Commissioner Sanchez seconded the motion.



A roll call vote was as follows:

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

- d. **Discussion:** Board Action Items – Commissioner Coduri presented the Board Action items from the previous meetings.
- e. **Discussion:** Board Roles – With the resignation of Commissioner Kadohata, there is a vacancy as Board Vice-Chair. Commissioner Sanchez expressed an interest in assuming this position.

Commissioner Renzella moved **Resolution 2022-44** to appoint Commissioner Sanchez to the position of Vice-Chair of the WHA. Commissioner Sierra seconded the motion and the roll call vote was as follows:

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

Commissioner Renzella then agreed to step into the Treasurer position that was held by commissioner Sanchez. Commissioner Sanchez moved **Resolution 2022-45** to make Commissioner Renzella Treasurer and leave the position as Vice-Treasurer open. Commissioner Sierra seconded the motion and the roll call vote was as follows:

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

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

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



**Wellesley Housing Authority  
Executive Director Report – Jacqueline E. Sullivan  
May 2022**

Thank you to resident Renee Spencer for organizing the Barton Road Spring Cleanup Day on May 7<sup>th</sup>. Wellesley Housing residents and staff, Wellesley community members, and the Wellesley High School Football team spent the morning giving back to the Wellesley Housing community by participating in the cleanup. We ended the day by enjoying pizza and ice cream!

**Maintenance**

- The "punch list" and the installation of the storm doors are complete for FISH #324088: Window Replacement- Lintel Painting at Washington Street.
- Insurance repair of the Linden Street Staircase is 95% completed.
- WHA provided 7 dumpsters for the community clean up week- April 28<sup>th</sup> to May 7<sup>th</sup>.
- Inspections for Washington Street were completed on May 19<sup>th</sup>.
- Inspection schedule as of today:
  - Morton Circle, May 26<sup>th</sup>
  - Weston Road, June 28<sup>th</sup>
  - Linden Street, June 29<sup>th</sup>
- We spent much of the month working on vacancy turnovers, boy scout prep, and finishing the landscape at all WHA properties.
- Henry MacKinnon's eagle scout project took place on Saturday, May 21<sup>st</sup>. He built six raised garden beds for the new community garden at the Washington Street Property. Thank you, Henry!

**Staff Updates**

- We welcomed MeLinda Williams (State Public Housing Coordinator) and Haley Pimenta (Occupancy Specialist), who joined the WHA team at the beginning of May.
- H.Pimenta, V.Veira, and M.Williams attended CHAMP training on May 10<sup>th</sup> and May 17<sup>th</sup>
- Maintenance Supervisor Drainville and J.Ramos attended Financial Management and Personnel Management training on May 4<sup>th</sup>
- Director Sullivan, Maintenance Supervisor Drainville, and J.Ramos attended Procurement and Modernization training on May 11<sup>th</sup>.
- Director Sullivan attended a maintenance training at Arlington Housing Authority on April 20<sup>th</sup> that discussed Pest mitigation strategies and Under 10K Procurement.

**CHAMP/Vacancies**

- H.Pimenta pulled a 2BR list and a 3BR list of 200 people each and sent 800 CHAMP packets out to applicants.
- The due date for the documentation is the first week of June.
- As of today, we have no new vacancies.

**Other**

- Director Sullivan secured the Kingsbury Room at the Wellesley Police Station for WHA Board Meetings beginning June 30<sup>th</sup> at 9 AM.
- The construction job that expands the parking lot at the Police Department and the Washington Street WHA property began on May 23<sup>rd</sup> and is expected to last approximately 8 weeks. Director Sullivan and Maintenance Supervisor Drainville met with Lieutenant Showstead and Town Engineer David Hickey to walk the property. WHA will be receiving weekly updates regarding progress and addressing any issues that may come up as we move through the project.

**Upcoming Training/Events**

- Board Member Trainings
  - Legal Issues- June 11<sup>th</sup>
  - Personnel- July 16<sup>th</sup>
  - Professional Relationships- August 20<sup>th</sup>