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Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481



Wellesley Housing Authority Board Meeting

Online Remote Meeting Agenda

Monday, October 24, 2022 – 9:00 AM

The meeting will be live on local cable TV Comcast 9/Verizon 39

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

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. September 22, 2022 [Resolution #2022-70](#)
 - b. September 22, 2022 Annual Plan Meeting [Resolution #2022-71](#)
4. Financial Reports
 - a. Approval of October Bill Payments/Warrant [Resolution #2022-72](#)
 - b. Monthly Financial Statements
 - i. September 2022 [Received and placed on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of September 30, 2022
 - b. TAR Report as of October 20, 2022
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
 - i. [Discussion:](#) Wellesley Housing Authority Board Members interest in pursuing redevelopment options [Resolution #2022-73](#)
 - b. Sustainability Committee
9. Old Business
 - a. [Discussion:](#) Update on CPC meeting
 - b. [Discussion:](#) Update on WHA board vacant commissioner seats
 - c. [Discussion:](#) Meeting Day and Meeting Time
 - d. [Discussion:](#) Review of Action Items
10. New Business
 - a. [Resolution #2022-74:](#) Accept an increase in RSC/ Mixed Population Service Coordinator funding
 - b. [Resolution #2022-75:](#) Approval of Payment Standards effective December 1, 2022
 - c. [Resolution #2022-76:](#) Approval of Utility Allowances effective December 1, 2022
 - d. [Resolution #2022-77:](#) Transfer Wellesley MRVP voucher to Newton HA
11. Other Business – Consideration of any matter unknown 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



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Wellesley Housing Authority Board Meeting

Online Remote Meeting Agenda

Monday, October 24, 2022 – 9:00 AM



1. Roll Call

The meeting was called to order at 9:02 with the following Commissioners present:

Janice Coduri, Commissioner;

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner.

Also, present: Jacqueline Sullivan, Executive Director; Ann-Mara Lanza, Select Board Liaison.

2. Citizen Speak – none

3.

4. Approval of Minutes

a. September 22, 2022 [Resolution #2022-70](#)

Upon a duly made motion 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

b. September 22, 2022 Annual Plan Meeting [Resolution #2022-71](#)

Upon a duly made motion 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

5. Financial Reports

a. Approval of October Bill Payments/Warrant [Resolution #2022-72](#)

Maintenance Supervisor Brian Drainville explained the reasons for the large maintenance bills.

Upon a duly made motion 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

b. Monthly Financial Statements

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

6. TAR report by development (Tenant Accounts Receivable)

a. TAR Report as of September 30, 2022

b. TAR Report as of October 20, 2022

7. Executive Director Report – received and placed on file

8. Chairperson Report

Commissioner Coduri explained the current terms of office. Three Commissioners are up for election in 2026. These terms of office cannot be changed.

9. Committee Reports

a. Redevelopment Committee

- i. Discussion: Wellesley Housing Authority Board Members interest in pursuing redevelopment options [Resolution #2022-73](#)

Commissioner Renzella moved and Commissioner Sanchez seconded the motion to continue to pursue a redevelopment strategy. The roll call vote was as follows:

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

b. Sustainability Committee – no report

10. Old Business

a. Discussion: Update on CPC meeting

Commissioner Coduri reported that the CPC had approved \$120,026 in funds to upgrade the Washington Street Community Room. Next steps are to verify that the amount is still valid in January and to gain approval from Town Meeting in spring. The money would be available at the close of TM.

b. Discussion: Update on WHA board vacant commissioner seat

There are two candidates interested in the position. They will be interviewed in the next week and the Board will meet on October 28 to select a candidate who will serve until the Town reelection in March 2023.

c. Discussion: Meeting Day and Meeting Time

The Board will continue to meet remotely until the end of this year.

d. Discussion: Review of Action Items

Action items were reviewed and a plan was developed to deal with items on the list.

e. New Business

f. Resolution #2022-74: Accept an increase in RSC/ Mixed Population Service Coordinator funding

Upon a duly made motion 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

g. [Resolution #2022-75:](#) Approval of Payment Standards effective December 1, 2022

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

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

h. **Resolution #2022-76: Approval of Utility Allowances effective December 1, 2022**

Upon a duly made motion 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

i. **Resolution #2022-77: Transfer Wellesley MRVP voucher to Newton HA**

Upon a duly made motion 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.

11. Adjournment

Upon a duly made motion 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 Coduri adjourned the meeting at 10:31

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 9/30/2022

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	\$ 105,943.94	\$ 20,887.59	\$ 10,768.53	\$ 7,858.00	\$ 29,539.00	\$ 280.00	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ -	\$ -	\$ -	\$ 534.00	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	14	7
			Total	\$ 106,477.94	\$ 20,887.59	\$ 10,768.53	\$ 7,858.00	\$ 30,073.00	\$ 280.00	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00						
667-1	36	Morton Circle	Active Tenants	\$ 2,423.00	\$ 2,097.00	\$ 314.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	8	0
			Total	\$ 2,423.00	\$ 2,097.00	\$ 314.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 2,660.00	\$ 2,374.00	\$ 190.00	\$ 79.00	\$ -	\$ 17.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ 1,065.00	\$ 355.00	\$ 355.00	\$ 127.35	\$ -	\$ 227.65	\$ -	\$ -	\$ -	\$ -		0	0	8	0
			Total	\$ 3,725.00	\$ 2,729.00	\$ 545.00	\$ 206.35	\$ -	\$ 244.65	\$ -	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 375.00	\$ 313.00	\$ -	\$ -	\$ -	\$ 62.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	6	0
			Total	\$ 375.00	\$ 313.00	\$ -	\$ -	\$ -	\$ 62.00	\$ -	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 1,746.00	\$ 1,670.00	\$ 76.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	4	0
			Total	\$ 1,746.00	\$ 1,670.00	\$ 76.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 8,897.00	\$ 3,271.00	\$ 2,089.00	\$ 1,333.00	\$ 2,204.00	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0	0	0	0
			Total	\$ 8,897.00	\$ 3,271.00	\$ 2,089.00	\$ 1,333.00	\$ 2,204.00	\$ -	\$ -	\$ -	\$ -	\$ -					
Total				\$ 123,643.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	0	40	7		
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	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	1	38	7			
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			
7/31/2022			\$ 110,222.37	\$ 25,582.90	\$ 14,903.00	\$ 9,439.00	\$ 24,368.00	\$ 371.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6			
8/24/2022			\$ 118,855.67	\$ 26,805.37	\$ 17,588.83	\$ 9,791.00	\$ 28,423.00	\$ 689.65	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	0	39	6			
8/31/2022			\$ 104,611.07	\$ 19,116.77	\$ 12,524.83	\$ 8,530.00	\$ 28,203.00	\$ 678.65	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	1	40	6			
9/20/2022			\$ 122,590.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	40	6			
9/30/2022			\$ 123,643.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	0	40	7			

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 10/20/2022

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	\$ 111,944.30	\$ 27,653.02	\$ 8,234.83	\$ 5,950.00	\$ 33,230.68	\$ 316.95	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	2	0	12	7	
			Vacated Tenants	\$ 534.00	\$ -	\$ -	\$ -	\$ 534.00	\$ -	\$ -	\$ -	\$ -					\$ -
			Total	\$ 112,478.30	\$ 27,653.02	\$ 8,234.83	\$ 5,950.00	\$ 33,764.68	\$ 316.95	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00					
667-1	36	Morton Circle	Active Tenants	\$ 4,406.00	\$ 3,182.00	\$ 1,326.00	\$ 334.00	\$ (448.00)	\$ 12.00	\$ -	\$ -	\$ -	0	0	8	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 4,406.00	\$ 3,182.00	\$ 1,326.00	\$ 334.00	\$ (448.00)	\$ 12.00	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 3,826.00	\$ 2,655.00	\$ 887.00	\$ 188.00	\$ 79.00	\$ 17.00	\$ -	\$ -	\$ -	0	0	8	0	
			Vacated Tenants	\$ 1,065.00	\$ -	\$ 355.00	\$ 355.00	\$ 127.35	\$ 227.65	\$ -	\$ -	\$ -					
			Total	\$ 4,891.00	\$ 2,655.00	\$ 1,242.00	\$ 543.00	\$ 206.35	\$ 244.65	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 891.00	\$ 827.00	\$ 67.00	\$ -	\$ (3.00)	\$ -	\$ -	\$ -	\$ -	0	0	6	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 891.00	\$ 827.00	\$ 67.00	\$ -	\$ (3.00)	\$ -	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 1,293.00	\$ 1,285.00	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 1,293.00	\$ 1,285.00	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 12,267.00	\$ 4,609.00	\$ 2,196.00	\$ 1,925.00	\$ 3,537.00	\$ -	\$ -	\$ -	\$ -	0	0	0	0	
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Total	\$ 12,267.00	\$ 4,609.00	\$ 2,196.00	\$ 1,925.00	\$ 3,537.00	\$ -	\$ -	\$ -	\$ -					
Total				\$ 136,226.30	\$ 40,211.02	\$ 13,073.83	\$ 8,752.00	\$ 37,057.03	\$ 573.60	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	2	0	38	7	
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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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		
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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	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	2	1	38	7		
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		
7/31/2022			\$ 110,222.37	\$ 25,582.90	\$ 14,903.00	\$ 9,439.00	\$ 24,368.00	\$ 371.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		
8/24/2022			\$ 118,855.67	\$ 26,805.37	\$ 17,588.83	\$ 9,791.00	\$ 28,423.00	\$ 689.65	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	0	0	39	6		
8/31/2022			\$ 104,611.07	\$ 19,116.77	\$ 12,524.83	\$ 8,530.00	\$ 28,203.00	\$ 678.65	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	0	1	40	6		
9/20/2022			\$ 122,590.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	40	6		
9/30/2022			\$ 123,643.94	\$ 30,967.59	\$ 13,792.53	\$ 9,397.35	\$ 32,277.00	\$ 598.65	\$ 16,529.20	\$ 2,114.62	\$ 17,967.00	0	0	40	7		
10/20/2022			\$ 136,226.30	\$ 40,211.02	\$ 13,073.83	\$ 8,752.00	\$ 37,057.03	\$ 573.60	\$ 16,477.20	\$ 2,114.62	\$ 17,967.00	0	0	38	7		



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

Maintenance

- 10/17/2022- ongoing- Morton Circle/ Washington Street Clean up
 - Garden Policy Enforcement
 - Notices went out on 9/30/2022 & translated into Chinese
- Completed all inspection work orders and inspections of all WHA properties
 - Tub glazing and countertop repairs are scheduled for later this month
- Fixed Fire alarm panel at Washington Street Community Room
- Fixed and painted the overhangs at River Street
- Painted Weston Road laundry room
- ServPro Work completed at 507B—waiting on the insulation in the Basement
- Started leaf clean-up at all properties
- Started servicing the trucks and equipment for the winter

Staff Updates- Training etc.

- M.Williams resigned effective 10/14/2022
- Two positions have been posted
 - State Public Housing Coordinator- interviews started 10/17/2022
 - Part-Time Receptionist
- 10/5/2022- Director Sullivan attended Fair Housing Marketing Plan, Reasonable Accommodation Policy, and Language Access Plan training
- 10/13/2022- H.Pimenta, V.Veira, and Director Sullivan attended LHA Legal Training: Social Media Training for LHAs and How to Stay out of Trouble on the Internet
- 10/17/2022- Director Sullivan attended OML, PRR, and COI Training (Town of Wellesley)
- 10/18/2022- V.Veira and Director Sullivan attended Reasonable Accommodations Training

CHAMP/Vacancies

- H.Pimenta continues the partnership with Beth, who specializes with CHAMP and Eileen regarding preference and priority
- Seven active lists
 - Two 2BR lists
 - One 3BR list
 - Four 667 lists (two were pulled at the beginning of October)
- Made 5 unit offers
 - One accepted & moved in
 - One declined
 - Three are still within seven days, but we anticipate they will accept our offers.

Other

- All recertifications for 2022 are complete

Upcoming Training/Events

- MassNAHRO Fall conference will be held in person from November 13-15 at the DoubleTree Boston North Shore in Danvers, MA.
- Board Member Certification Program (MassNAHRO)
 - Legal issues- November 19
 - Personnel- December 10