



Wellesley Housing Authority Board Meeting
Online Remote Meeting Agenda
Thursday, September 1, 2022 – 8:30 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. July 28, 2022, [Resolution #2022-57](#)
4. Financial Reports
 - a. Approval of August Bill Payments/Warrant [Resolution #2022-58](#)
 - b. Monthly Financial Statements
 - i. July 2022 [Received and placed on file \(no approval needed\)](#)
5. TAR report by development (Tenant Accounts Receivable)
 - a. TAR Report as of July 31, 2022
 - b. TAR Report as of August 24, 2022
6. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability Committee
7. Old Business
 - a. Updated Washington Street/ Morton Circle Gardening Policy [Resolution #2022-59](#)
8. New Business
 - a. Approval of MetLife Proposal for Dental and Vision insurance (85% WHA, 15% employee) [Resolution #2022-60](#)
 - b. Approval of CPC application for Washington Street Community Room ADA updates in the amount of \$120,000 [Resolution #2022-61](#)
 - c. [Discussion:](#) State Appointee Update
 - d. [Discussion:](#) DPU Letter
9. Other Business – Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.
10. 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, September 1, 2022 – 8:30 AM

1. Roll Call

Janice Coduri, Chairperson;

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner,

Sara Sierra, Commissioner

Also Present: Jacqueline Sullivan, Executive Director, Ann-Mara Lanza, And Select Board Liaison.

2. Citizen Speak – none

3. Approval of Minutes of July 28, 2022, [Resolution #2022-57](#)

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 Sierra – Yes

4. Financial Reports

a. Approval of August Bill Payments/Warrant [Resolution #2022-58](#)

Upon a duly made motion 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. Approval of August Bill Payments/Warrant [Resolution #2022-62](#)

Upon a duly made motion 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

5. Monthly Financial Statements

July 2022 [Received and placed on file \(no approval needed\)](#)

Executive Director Sullivan noted line items that will be moved to accurately reflect expenditures



6. TAR report by development (Tenant Accounts Receivable)

TAR Report as of July 31, 2022

TAR Report as of August 24, 2022

Reports were reviewed. Commissioner Coduri asked for a tutorial on TARs reports for Commissioners. ED Sullivan will set up the tutorial in September.

7. Committee Reports

Redevelopment Committee – There was no report, and Commissioner Renzella asked that there be a discussion on redevelopment at the next board meeting to decide future steps in this area.

Sustainability Committee – no report

8. Old Business

Updated Washington Street/ Morton Circle Gardening Policy [Resolution #2022-59](#)

Commissioner Sanchez moved and Commissioner Renzella seconded the motion. This policy was previously voted. It was then reviewed by legal counsel who made additions and corrections. ED Sullivan explained the changes. Commissioner Coduri then called for a role call vote that was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes

9. New Business

a. Approval of MetLife Proposal for Dental and Vision insurance (85% WHA, 15% employee) [Resolution #2022-60](#)

Commissioner Renzella moved and Commissioner Sierra seconded the motion. ED Sullivan explained the changes in insurance to the Board. Commissioner Coduri then called for a role call vote that was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes

b. Approval of CPC application for Washington Street Community Room ADA updates in the amount of \$120,000 [Resolution #2022-61](#)

Commissioner Renzella moved and Commissioner Sanchez seconded the motion. Commissioner Coduri explained what the request to CPC would include. Chair Coduri then called for a role call vote that was as follows:

Commissioner Coduri – Yes

Commissioner Renzella – Yes

Commissioner Sanchez – Yes

Commissioner Sierra – Yes



c. Discussion: State Appointee Update

Commissioner Renzella explained that she began the process with DHCD to assume the vacant State Appointee position. She resigned her position as an elected Commissioner in August and was appointed by the state on August 19, 2022. Her term of office expires on June 23, 2026. Commissioner Sanchez emphasized that while this position is a state appointee, the incumbent works as a team member of the Board. The Board also discussed creating a procedure to fill vacancies.

d. Discussion: DPU Letter

ED Sullivan explained that according to federal law the WHA (as well as many other Housing Authorities in MA) is considered a Master Meter system for supplying gas to residents. As such, there are certain parameters that must be met. ED Sullivan explained that DHCD would not support the responsibilities of being a Master Meter. Therefore, there are two other options – sealing off the gas and changing all stoves to electric or coming under the jurisdiction of a local gas supplier. DHCD has secured funding to move forward with the option of capping the gas and providing funds to purchase electric stoves. It is unclear what next steps will be so the Board has entrusted ED Sullivan to move forward on this on the Board behalf. ED Sullivan will report back to the Board as necessary.

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

Commissioner Coduri reported that Advisory liaison to WHA Doug Smith will no longer be able to continue in this role. Advisory also will no longer be able to appoint a representative to the WHA.

ED Sullivan reported that the WHA has been granted 3 additional federal section 8 vouchers.

11. Adjournment

Commissioner Renzella moved and Commissioner Sierra seconded a motion to adjourn the meeting. The Roll call vote was as follows:

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

Commissioner Coduri adjourned the meeting at 9:40 a.m.

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 7/31/2022

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	\$ 94,736.72	\$ 17,110.90	\$ 11,613.00	\$ 7,757.00	\$ 22,642.00	\$ 56.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00						
			Vacated Tenants	\$ 534.00	\$ -	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	14	6
			Total	\$ 95,270.72	\$ 17,110.90	\$ 11,880.00	\$ 8,024.00	\$ 22,642.00	\$ 56.00	\$ 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	\$ 3,200.65	\$ 2,316.00	\$ 563.00	\$ 70.00	\$ -	\$ 251.65	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 3,200.65	\$ 2,316.00	\$ 563.00	\$ 70.00	\$ -	\$ 251.65	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	26	River St	Active Tenants	\$ 676.00	\$ 624.00	\$ -	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 676.00	\$ 624.00	\$ -	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -	\$ -	\$ -				
667-3	31	Weston Rd	Active Tenants	\$ 471.00	\$ 471.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 471.00	\$ 471.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
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				\$ 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		
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			\$ 107,985.69	\$ 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			

Wellesley Housing Authority
 Tenant Account Receivable
 Vacancy Report
 8/24/2022

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	\$ 102,417.02	\$ 17,701.37	\$ 14,225.83	\$ 8,179.00	\$ 26,467.00	\$ 286.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00					
			Vacated Tenants	\$ 534.00	\$ -	\$ -	\$ 267.00	\$ 267.00	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	14	6
			Total	\$ 102,951.02	\$ 17,701.37	\$ 14,225.83	\$ 8,446.00	\$ 26,734.00	\$ 286.00	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00					
667-1	36	Morton Circle	Active Tenants	\$ 2,183.00	\$ 1,586.00	\$ 585.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	8	0
			Total	\$ 2,183.00	\$ 1,586.00	\$ 585.00	\$ -	\$ -	\$ 12.00	\$ -	\$ -	\$ -					
667-2	40	Washington St	Active Tenants	\$ 3,127.65	\$ 2,273.00	\$ 615.00	\$ -	\$ -	\$ 239.65	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	7	0
			Total	\$ 3,127.65	\$ 2,273.00	\$ 615.00	\$ -	\$ -	\$ 239.65	\$ -	\$ -	\$ -					
667-3	26	River St	Active Tenants	\$ 393.00	\$ 241.00	\$ -	\$ -	\$ -	\$ 152.00	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	6	0
			Total	\$ 393.00	\$ 241.00	\$ -	\$ -	\$ -	\$ 152.00	\$ -	\$ -	\$ -					
667-3	31	Weston Rd	Active Tenants	\$ 388.00	\$ 388.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	4	0
			Total	\$ 388.00	\$ 388.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
705-1	12	Waldo Ct	Active Tenants	\$ 9,813.00	\$ 4,616.00	\$ 2,163.00	\$ 1,345.00	\$ 1,689.00	\$ -	\$ -	\$ -	\$ -					
			Vacated Tenants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0	0
			Total	\$ 9,813.00	\$ 4,616.00	\$ 2,163.00	\$ 1,345.00	\$ 1,689.00	\$ -	\$ -	\$ -	\$ -					
Total				\$ 118,855.67	\$ 26,805.37	\$ 17,588.83	\$ 9,791.00	\$ 28,423.00	\$ 689.65	\$ 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		
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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		
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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	\$ 14,451.20	\$ 3,139.62	\$ 17,967.00	0	0	39	6		