



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

Online Remote Meeting
Thursday, January 26, 2023 – 9:00 AM

REVISED

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

View on TV on Comcast 8/Verizon 40

1. Roll Call
2. Citizen Speak
3. Approval of Minutes
 - a. December 22, 2022 [Resolution #2023-01](#)
 - b. January 5, 2023 [Resolution #2023-02](#)
4. **DEI Task Force Presentation**
5. Financial Reports
 - a. Approval of January Bill Payments/Warrant [Resolution #2023-03](#)
6. Executive Director Report
7. Chairperson Report
8. Committee Reports
 - a. Redevelopment Committee
9. Old Business
 - a. **Discussion:** Approval of Advocacy Letter to Allocate Funds for a Project Through the Capital Budget be sent on behalf of the board to the Executive Office of Administration and Finance [Resolution #2023-04](#)
 - b. **Discussion:** Commissioner Resident Meeting Schedule 2023
 - c. **Discussion:** Policies
10. New Business
 - a. **Discussion:** Amended Citizen Speak Policy [Resolution #2023-05](#)
 - b. **Discussion:** Rent Collection Policy- First Reading [Resolution #2023-06](#)
 - c. **Discussion:** Executive Director Goals 2023 [Resolution #2023-07](#)
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



Wellesley Housing Authority Board Meeting
Online Remote Meeting Minutes
Thursday, January 26, 2022– 9 AM

1. Roll Call

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

Janice Coduri, Chair

Lisa Heyison, Commissioner

Maura Renzella, Commissioner;

Odessa Sanchez, Commissioner;

Rene Spencer, Commissioner.

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

2. Citizen Speak – none

At this point agenda item 4 was taken out of order.

4. DEI Task Force Presentation

Stephanie Hawkinson presented the work of the Diversity, Equity and Inclusion Task Force (DEI) whose mission is to make Wellesley more inclusive and equitable. She asked the WHA Board to consider a vote in support of their proposal that will be brought to TM in March. This will be an agenda item in February.

3. Approval of Minutes

a. December 22, 2022 [Resolution #2023-01](#)

Upon a duly made motion by Commissioner Sanchez and seconded by Commissioner Heyison, the minutes were approved by a roll call vote as follows:

Commissioner Coduri - yes

Commissioner Heyison - yes

Commissioner Renzella - present

Commissioner Sanchez - yes

Commissioner Spencer - yes

b. January 5, 2023 [Resolution #2023-02](#)

Corrections were made to the minutes. Upon a duly made motion by Commissioner Sanchez and seconded by Commissioner Heyison, the minutes were approved by a roll call vote as follows:

Commissioner Coduri - yes

Commissioner Heyison - yes

Commissioner Renzella - yes

Commissioner Sanchez - yes

Commissioner Spencer - yes

Action items were also reviewed and updated.

The Board then undertook the following agenda items out of order.



10. New Business

a. Discussion Amended Citizen Speak Policy [Resolution #2023-05](#)

This was a first reading of a policy to combine citizen speak and protocols for public meetings together in one document now called Public Comment Policy. Commissioner Renzella explained her research and how she created this policy. Commissioner Coduri will send to Town Counsel for review before the next meeting when this policy may be voted.

9. Old Business

c. Discussion: Policies

Commissioner Renzella expressed her concerns that policies should be implemented in a timely fashion once voted by Commissioners. After a discussion, consensus of the Board was that policies would be implemented and enforced no later than one month of adoption. If the WHA needs more time to implement this will be discussed at the time the policy is adopted.

5. Financial Reports

a. Approval of Bill Payments/Warrant [Resolution #2023-03](#)

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 Heyison - yes
Commissioner Renzella - yes
Commissioner Sanchez - yes
Commissioner Spencer – yes

At this time, Commissioner Renzella left the meeting and the Board continued with the agenda as presented.

6. Executive Director Report – placed on file as presented

7. Chairperson Report

Commissioner Coduri discussed the issues raised at the December 27, 2022 meeting with River Street residents and some action items that the WHA will take in response. Commissioner Spencer suggested writing a letter to management of 47 River Street in response to some issues identified by residents. Items not identified as action items are resident responsibilities.

8. Committee Reports none

9. Old Business

a. Discussion: Approval of Advocacy Letter to Allocate Funds for a Project Through the Capital Budget is sent on behalf of the Board to the Executive Office of Administration and Finance. [Resolution #2023-04](#)



The board reviewed the letter that advocates for funding of \$625,000 for electrification of stoves at Washington Street. Upon a duly made motion by Commissioner Sanchez and seconded by Commissioner Heyison, the vote was as follows:

- Commissioner Coduri - yes
- Commissioner Heyison - yes
- Commissioner Sanchez - yes
- Commissioner Spencer – yes

The Board discussed asking other Town Boards and Departments to send letters of Advocacy as well.

b. Discussion: Commissioner Resident Meeting Schedule 2023

Commissioner Heyison presents a proposed meeting schedule and asked Board members to email her by February 7th indicating meetings they will attend.

10. New Business

b. Discussion: Rent Collection Policy – First Reading [Resolution #2023-06](#)

WHA attorneys have reviewed policy. There were no comments from the Board at the meeting. ED Sullivan requested that Board members send any comments or changes to her in writing by February 3. This policy will be voted at the next meeting.

c. Discussion: Executive Director Goals 2023 [Resolution #2023-07](#)

ED Sullivan described the goals she will be working to accomplish in 2023. She also noted that staff has been given goals to work on as well. She included a list of her accomplishments as ED in 2022. Commissioner Coduri will conduct a performance evaluation of ED Sullivan in the next month based on work accomplished in 2022.

11. Other Business

Commissioner Heyison would like to collect slightly used books to be placed at all sites. She will be doing this as a WHA commissioner.

ED Sullivan noted that the budget will be ready for review in February and this may require a separate meeting. She will keep the Board informed.

12. Adjournment

Upon a duly made motion by Commissioner Sanchez and seconded by Commissioner Heyison, the meeting was adjourned at 110:09 AM with the following roll call vote:

- Commissioner Coduri - yes
- Commissioner Heyison - yes
- Commissioner Sanchez - yes
- Commissioner Spencer – yes



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

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ACTION ITEMS:

MEETING OF MARCH 24, 2022

- Touch base with Planning Board on visioning study – Commissioner Renzella

MEETING OF APRIL 28, 2022

- Write letter to DHCD on CHAMP – Commissioner Coduri – **on hold until Feb 2023**

MEETING OF NOVEMBER 16, 2022

- Write first draft of room use policy – Commissioner Sanchez

MEETING OF JANUARY 5, 2023

- Set up meeting with Cambridge Housing authority – Commissioner Sanchez

MEETING OF JANUARY 26, 2023

- Meet with Animal control officer before creation of Pet Policy
- Review of older policies created but never voted – Commissioner Coduri
- Attachment of minutes to existing policies – Commissioner Coduri

OTHER

- Energy audits – Commissioner Renzella



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481
Executive Director Report – Jacqueline E. Sullivan
January 26, 2022

Maintenance

- Completed a vacancy turnover at Washington Street and Barton Road
- Started prepping for two more vacancies.
- Partnered with the Town of Wellesley to replace streetlights at Barton Road

Staff Updates- Training, etc.

- B. Drainville and Director Sullivan attended a Town of Wellesley Hazard Mitigation Meeting
- H. Pimenta, V. Veira, and Director Sullivan attended CHAMP Training- updated CHAMP system.

CHAMP/Vacancies

- Moved in two families (3 BR)
- One new vacancy at Weston
- One new vacancy at Barton (reasonable accommodation transfer)
- One new vacancy at Linden (reasonable accommodation transfer)

Other

- N/A

Upcoming Training/Events

- MassNAHRO Spring conference will be held in person from April 2-4 at Westin Waltham in Waltham, MA.
- Board Member Certification Program (MassNAHRO)
 - Professional Relationships- January 28, 2023
 - Finance- April 8, 2023
 - Personnel- June 3, 2023
 - Ethics- August 5, 2023
 - Legal Issues- October 14, 2023