



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

HOUSING AUTHORITY BOARD AGENDA

Online Remote Meeting

Thursday, December 22, 2022 – 9:00 AM

<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. November 7, 2022 [Resolution #2022-85](#)
 - b. November 16, 2022 [Resolution #2022-86](#)
4. Financial Reports
 - a. Approval of November Bill Payments/Warrant [Resolution #2022-87](#)
 - b. Monthly Financial Statements
 - i. November 2022 [Received and placed on file \(no approval needed\)](#)
5. Executive Director Report
6. Chairperson Report
7. Committee Reports
 - a. Redevelopment Committee
 - b. Sustainability Committee
8. Old Business
 - a. [Discussion](#): Language Access Plan [Resolution #2022-68](#)
 - b. [Discussion](#): Reasonable Accommodation Policy [Resolution #2022-83](#)
 - c. [Discussion](#): CPC Funding and 40R Funding of special projects
9. New Business
 - a. [Discussion](#): Approval of ARPA Contract for Financial Assistance (CFA) 4001 in the amount of \$290,153.00. Commonwealth of Massachusetts – Standard Contract Form and Additional Terms and Conditions and CFA Amendment (“Amendment”) [Resolution #2022-88](#)
 - b. [Discussion](#): Approval of PHA- Web contract [Resolution #2022-89](#)
10. Other Business – Consideration of any matter unknown or which could not have been reasonably foreseen within 48 hours of this meeting.
11. 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, December 22, 2022– 9 AM

1. ROLL CALL

The meeting was called to order at 9:02 am with the following roll call vote of Commissioners:

Janice Coduri, Chairperson;
Lisa Heyison, Commissioner;
Odessa Sanchez, Commissioner;
Rene Spencer, Commissioner.

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

Absent: Commissioner Renzella

Commissioner Coduri welcomed Commissioner Spencer to the Board as the Select Board appointee.

2. CITIZEN SPEAK – none

3. APPROVAL OF MINUTES

a. **November 7, 2022 [Resolution #2022-85](#)**

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

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

b. **November 16, 2022 [Resolution #2022-86](#)**

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

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

4. FINANCIAL REPORTS

a. **Approval of November/December Bill Payments/Warrant [Resolution #2022-87](#)**

There were questions on items in the warrant. The Finance Director clarified these. The new warrant total is \$151,764.99

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

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



b. Monthly Financial Statement

November financial statement placed on file (no approval needed). Ed Sullivan noted that the reserves are at 35.4%.

5. EXECUTIVE DIRECTOR REPORT – placed on file no discussion

6. CHAIRPERSON REPORT

Commissioner Coduri reported that advocacy from the Board is needed to urge legislators to approval the sum of \$650,000 for the replacement of stoves at Washington Street. Commissioner Spencer volunteered to take on this project.

She also informed the Board that ED Sullivan would be bringing a draft of Institution Goals for 2023 to the Board for review and approval in January. She also asked Commissioners to schedule a special meeting to discuss capital needs, policies, and sustainability projects.

7. COMMITTEE REPORTS. - None

8. OLD BUSINESS

a. Language Access Plan [Resolution #2022-68](#)

ED Sullivan explained that this policy had a first reading in October and we were waiting for tenant data to approve the policy. This data is not available as of this second reading of the policy.

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

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

b. Reasonable Accommodation Policy [Resolution #2022-83](#)

The Board continued their discussion on the use of the word “enjoy” in the policy. Consensus was reached that it should remain in the document.

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

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

c. CPC Funding and 40 R funding of special projects

Commissioner Coduri explained the reasons why the CPC was not able to fund the Washington Street Community Room. CPC can only fund rehabilitation projects for buildings created with CPC funds. CPC will bring a request to annual Town Meeting to ask for support for a special act to amend this to include buildings not built with CPA funds.



Commissioners Coduri and Renzella attended the Select Board meeting of December 20 where the Select Board voted to approve \$310,000 to fund the Washington Street Community Room as well as renovation of River Street community kitchen and bathroom area, and modifying River St units to accommodate the hearing impaired.

9. NEW BUSINESS

a. Approval of ARPA Contract for Financial Assistance (CFA) 4001 in the amount of \$290,153.00. Commonwealth of Massachusetts – Standard Contract Form and Additional Terms and Conditions and CFA Amendment (“Amendment”) [Resolution #2022-88](#)

This project is for updates to the Washington Street kitchens. This motion is to approve the acceptance of the money.

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

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

b. Approval of PHA- Web contract [Resolution #2022-89](#)

ED Sullivan explained the reasons why the WHA is moving to a new provider of services.

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

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

10. OTHER BUSINESS

Commissioner Coduri announced a meeting at River Street for residents to express their concerns. Commissioner Sanchez, Commissioner Coduri and ED Sullivan will attend.

Commissioner Spencer also announced plans for a meeting at Barton Road. She will host this meeting as a resident and not a Commissioner.

11. ADJOURNMENT

The meeting was closed without a vote to adjourn.



ACTION ITEMS

MEETING OF MARCH 4, 2022

- Meeting guidelines – Commissioners Renzella and Sanchez
- Protocols for public meetings - unassigned

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 2023**
- Investigate Board training opportunities – Commissioner Coduri – **tabled until Commissioner positions filled**

MEETING OF MAY 26, 2022

- Send out doodle poll for office hours – Commissioner Renzella

MEETING OF NOVEMBER 16, 2022

- Write first draft of room use policy – Commissioner Sanchez

MEETING OF DECEMBER 22, 2022

- Write and solicit letters of support for \$625,000 in oven replacement in state budget. – Commissioner Spencer
- Commissioner Spencer will send the Board the regulations governing the role of the Tenant Board position.

OTHER

- Energy audits



WELLESLEY HOUSING AUTHORITY
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Wellesley Housing Authority
Executive Director Report – Jacqueline E. Sullivan
December 22, 2022

Maintenance

- Completed leaf clean-up- all properties
- Cleaned hallways for Thanksgiving- all properties
- Started servicing boilers- Barton, Linden, Washington
- Finished last round of fire alarm testing- 2nd-floor units
- Replaced two tubs at Barton Road
- Finished servicing the trucks and equipment for the winter
- Cleaned all vacancies
- Turned heat on- all properties
- Boiler Room damage:
 - The boiler room at 85 Barton Road had a steel bracket that failed, which caused a significant leak.
 - Six units were without hot water or heat for approximately 8 hours
 - WHA supplied households that were affected with two space heaters
 - The boiler and steel bracket have been fixed

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 Common Occupancy Issues Training
- Director Sullivan attended training by Patricia Burke from Operational Services Division (OSD) on statewide contract purchasing
- Director Sullivan and V. Veira attended a webinar on the software PHA-Web
- B. Drainville and Director Sullivan conducted interviews for the receptionist positions. We offered an applicant the position and are waiting to hear back.

CHAMP/Vacancies

- November
 - 3 Move-ins (2 Bedrooms)
 - 1 Offer Elderly – Was declined.
- December
 - 2 Bedroom List pulled on 12/14/22
 - 3 Bedroom list pulled on 12/15/22
 - Elderly Stairs List pulled on 12/19/22
 - Elderly NO Stairs List pulled on 12/19/22
 - Two Offers for 3 Bedrooms were made on 12/20/22 from a list pulled on September 20, 2022

Other

- Wellesley Friendly Aid and NCL
 - Sponsored a Halloween Social at the Washington Street Community Room in October. Please see the picture below
 - Sponsored a soup and sandwiches Holiday/Luminary Night on 12/11 at all 667 properties. Please see the pictures below
- We partnered with Kids Backing Kids 2022- KBK sponsored gifts for 119 Wellesley children.
 - Over 300 volunteers were at Barton Road Community over the weekend of December 17th, wrapping all donated gifts.



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- Partnered with Community Members for the first annual Virtual Mitten Giving Tree for WHA elderly and disabled adults. Please see the picture below
- Wellesley Housing Authority and the Town of Wellesley Health Department have started discussions on a shared Social Worker

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
 - Ethics- February 11, 2023
 - Finance- April 8, 2023
 - Legal Issues- April 29, 2023
 - Personnel- May 13, 2023



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Wellesley Friendly Aid and NCL sponsored a Halloween Social at the Washington Street Community Room in October.

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Wellesley Friendly Aid and NCL sponsored a soup and sandwiches Holiday/Luminary Night on 12/11 at all 667 properties.



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Big thank you to local Girl Scout troop for sponsoring 12 senior citizens for the holidays as part of our Virtual Giving Mitten Tree!

