



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481

REVISED

Virtual Board Meeting Agenda

Thursday, February 23, 2023 – 9:00 AM
~~Wellesley Police Department – Kingsbury Room~~
~~485 Washington Street, Wellesley, MA 02482~~

Location Change

<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. January 26, 2023 [Resolution #2023-08](#)
4. Financial Reports
 - a. Approval of February Bill Payments/Warrant [Resolution #2023-09](#)
 - b. Approval of the Year-End Financial Statements, Tenant Accounts Receivable data, and the top 5 Compensation Form [Resolution #2023-10](#)
 - c. Approval of Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws [Resolution #2023-11](#)
5. Executive Director Report
6. Chairperson Report
7. Committee Reports
 - a. Redevelopment Committee
8. Old Business
 - a. **Discussion:** Amended Citizen Speak Policy [Resolution #2023-05](#)
 - b. **Discussion:** Commissioner Resident Meeting Schedule 2023
 - c. **Discussion:** DEI Vote [Resolution #2023-12](#)
9. New Business
 - a. Approval of Fiscal Year 2023 4001 Operating Budget for State Aided public housing for Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2023 [Resolution #2023-13](#)
 - b. Approval of FY2023 proposed Operating Budget for State Aided public housing for Wellesley Housing Authority, Program No. MRVP for the fiscal year ending 12/31/2023 [Resolution #2023-14](#)
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, February 23, 2023– 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

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

ABSENT: Commissioner Spencer.

2. Citizen Speak – none

At this point agenda items were taken out of order.

4. Financial Reports.

b. Approval of Year-End Financial Statements, Tenant Account Receivable data and top 5 compensation forms. [Resolution #2023-10.](#)

Fee Accountant Teresa Ewald explained the year-end budget noting that year-end reserves were at 31%. Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the resolution was approved by a roll call vote as follows:

Commissioner Coduri - yes

Commissioner Heyison - yes

Commissioner Renzella - yes

Commissioner Sanchez – yes

c. Approval of Certification of Compliance with Notification Procedures for Federal and State Lead paint laws [Resolution #2023-11.](#)

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

9. New Business

a. [Resolution #2023-13:](#) Approval of the proposed Operating Budget for State Aided Housing of Wellesley Housing Authority, Program 4001 for the fiscal year ending 12/31/2023 showing total revenue of \$1,896,175 and Total Expenses of \$1,825,039 thereby requesting a subsidy of \$772,412, and further that the Executive Director’s total annual salary of \$101,164 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval.



Fee Accountant Ewald explained all aspects of the budget and answered Commissioner questions.

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 Renzella - yes
Commissioner Sanchez – yes

b. [Resolution #2023-14](#): Approval of FY2023 proposed Operating Budget for State Aided housing for Wellesley Housing Authority, Program MRVP for fiscal year ending 12/31/2023 showing total revenue of \$9,960 and Total Expenses of \$9,960 thereby requesting a subsidy of \$ -0-, and further that the Executive Director’s total annual salary of \$101,164 for fiscal year ending 12/31/2023 be submitted to the Department of Housing and Community Development for its review and approval.

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 Renzella - yes
Commissioner Sanchez – yes

c. Approval of the salary calculation fee for the Executive Director position [Resolution 2023-15](#)

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

Commissioner Coduri - yes
Commissioner Heyison - yes
Commissioner Renzella - yes
Commissioner Sanchez – yes

Commissioner Coduri thanked Account Ewald for her work and the agenda was then resumed

3. Approval of Minutes

a. January 26,2023 [Resolution #2023-08](#)

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 Renzella - yes
Commissioner Sanchez - yes

4. Financial Reports.

a. Approval of February Bill Payments/Warrant [Resolution #2023-09](#)

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 Renzella - yes
Commissioner Sanchez - yes

5. Executive Director Report – placed on file as presented

6. Chairperson Report - none

7. Committee Reports none

8. Old Business

a. Amended Citizen Speak Policy (renamed Public Comment Policy) [Resolution #2023-05](#)

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 Renzella - yes
Commissioner Sanchez - yes

b. Discussion Commissioner Resident Meeting Schedule 2023

Commissioner Heyison presented a draft of the schedule. It was decided that two Commissioners attend each meeting. The schedule was updated to reflect this decision.

c. Discussion DEI Vote on support of Article 17 [Resolution #2023-12](#)

Commissioner Coduri stated that it was presented at the last meeting that Commissioners could vote separately in support of the resolution and in support the funding. Select Board Representative Lanza said that the DEI Committee is looking for partners in this initiative. As such, they would like support for the full article. She explained that Boards not able to support Article 17 as presented could write a letter of support. She will bring a draft of that letter to the next meeting.

Commissioner Sanchez expressed her concern about requesting a vote for both the resolution and funding and would prefer that Boards be allowed to vote for the resolution and funding separately. The Board agreed with Commissioner Sanchez in that the WHA is not a town department and should not be voting in support of a town-funded project.

The Board agreed to postpone the vote until the March meeting.

10. Other Business

Commissioner Renzella reported on her conversation with a member of the Climate Action Committee on doing an energy audit for the WHA. She will work with staff to provide the information necessary to complete the audit.

ED Sullivan informed the Board that we are not able to hold our March meeting at 9 am at the Police Station because of a conflict. She asked Commissioners to send their preference on whether the meeting should be on Zoom, or in person, either in the afternoon or evening of the planned meeting date.



11. Adjournment

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Heyison, the meeting was adjourned at 110:49 AM with the following roll call vote:

- Commissioner Coduri - yes
- Commissioner Heyison – yes
- Commissioner Renzella - yes
- Commissioner Sanchez - yes

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 – in process



WELLESLEY HOUSING AUTHORITY
109 Barton Road, Wellesley, Massachusetts 02481
Executive Director Report – Jacqueline E. Sullivan
February 23, 2023

Maintenance

- Completed a vacancy turnover at Washington Street and Barton Road
- Completed an electric upgrade and converted two stoves from gas to electric at Washington Street
- Outdoor/grounds policy in effect 2/21 – indoor furniture that is outside
- No snow this month!
- Cut down broken trees at Weston Road from storm damage

Staff Updates- Training, etc.

- All staff participated in four days of training on PHA-Web tenant management and work orders
- Maintenance staff are trained on the iPad and, moving forward, will complete all work orders on the iPad
- Director Sullivan attended January's Southeastern Massachusetts Executive Director's Association Executive board meeting
- V. Veira and Director Sullivan attended training on CapHUB
- V. Veira and Director Sullivan attended training by John Massey, Southeast RCAT Director, on procurement best practices
- H. Pimenta, V. Veira, and Director Sullivan attended three training sessions on the updates on the CHAMP database

CHAMP/Vacancies

- Partnered with Ashley O'Sullivan, an Executive Director at a neighboring housing authority, to assist with CHAMP
- **35 Vacant Units as of 2/17/2023**
 - 200-1 (Barton Road): 6 vacant units
 - 667-1 (Morton Circle): 8 vacant units
 - 667-2 (Washington Street): 8 vacant units
 - 667-3R (River Street): 6 vacant units
 - 667-3R (Weston Road): 6 vacant units
 - 705-1 (Linden Street): 1 vacant unit
- Two additional vacant units are expected by the end of the month
 - One at Weston Road
 - One at Barton Road

Other

- 14 Day Notices to Quit have been served to tenants that are delinquent on rent. We have had a very positive response

Upcoming Training/Events

- MassNAHRO Spring conference will be held in person from April 2-4 at Westin Waltham
- Board Member Certification Program (MassNAHRO).
 - Registration Fee: \$149/course. First-time attendees receive one (1) FREE class
 - 9:00 AM – 12:00 PM -- Webinar
 - Finance- April 8, 2023
 - Personnel- June 3, 2023
 - Ethics- August 5, 2023
 - Legal Issues- October 14, 2023

