

**Wayland Housing Authority
Board of Commissioners Meeting
November 23, 2020
2:00 PM
Teleconference**

In compliance with the revised Open Meeting Law requirements, this meeting was conducted remotely and streamed on WayCAM. Public Comment was received by Phone for this meeting.

Regular Meeting Minutes

Commissioners Present: Mary Antes; Kevin Goodwin; Susan Weinstein; Russell Ashton

Absent: None

WHA Staff Present: Brian Boggia, Lynn Poisson

WHA Resident Stephanie Lynch

Others Present: Town of Wayland Financial Analyst Seath Crandall; Various Audio-Visual Technicians

1 S. Weinstein called the Regular Meeting to order at 2:10 PM.

2 Public Comment

There was no public comment.

3 Tenant comment

There was no public comment.

4 Minutes

M. Antes moved to approve the minutes of 9/17/20 as amended, R. Ashton seconded, and upon a roll call vote the motion passed unanimously. (2020.56).

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

5 Bill Warrant

R. Ashton moved to approve the bill warrant for September 2020 in the amount of \$55,711.30, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.57)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

M. Antes moved to approve the bill warrant for October 2020 in the amount of \$68,598.85, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.58)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

6 Debit Card Warrant

K. Goodwin moved to approve the debit card warrant for October 2020 in the amount of \$344.48, M. Antes seconded and upon a roll call vote the motion passed unanimously. (2020.59)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

K. Goodwin moved to approve the debit card warrant for September 2020 in the amount of \$238.03,

M. Antes seconded and upon a roll call vote the motion passed unanimously. (2020.60)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

7 Executive Directors Report

B. Boggia reported on the various aspect of WHA operations including the WHA response to COVID-19.

R. Ashton moved to approve HUD program waivers HQS-1 Initial Inspection Requirements, HQS-3 Initial Inspection Non-Life-Threatening Deficiencies, HQS-4 Initial Inspection alternative inspection, HQS-6 Interim Inspections, PH-12 Public Housing Annual Self inspection, reserving the right to require video recorded inspections and to review the record of conditions, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2020.61)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

The Board reviewed operating financial statements, tenant accounts receivable, Section 8 Voucher Program shortfall funding, vacancy ledger, tenant accounts receivable, and Family Self-Sufficiency escrow balances.

8 Maintenance and Capital Improvements

The Board reviewed the Maintenance and Capital Improvements Update by B. Boggia and discussed the CVA Roof Replacement inspection report by Carlisle. B. Boggia reported on the need to upgrade the electric load centers at Bent Park as per recommendation of the WHA property insurance carrier. This will necessitate a reallocation of 2019 and 2020 HUD Capital work items and funds to cover the cost of the project. The Board reviewed the associated Evaluation Report by BLW Engineers and the Environmental Review by Irwin Engineers.

9 FY 2021 Operating Budget

The Board reviewed the FY 2021 WHA operating budget questionnaire as prepared by B. Boggia. The consensus of the Board was to agree to a 4% increase in the total budget line item for salaries. The WHA Fee Accountant will prepare a draft budget for the Board to consider at the next Board meeting.

10 WHA FY 2019 Financial Audit

The Board reviewed the summary of the WHA FY 2019 Financial Audit.

11 WHA Board of Commissioners Temporary Appointment

Candidate(s) for the vacant WHA Commissioner will be interviewed and appointed at a joint meeting between the WHA and Board of Selectmen.

12 HUD Payment Standards

R. Ashton moved to approve the FY 2021 HUD Payment Standards, Mary Antes seconded, and upon a roll call vote the motion passed unanimously. (2020.62)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

13 Executive Director Annual Review

S. Weinstein will coordinate Board input on the Executive Director review.

14 Affordable Housing Update

M. Antes moved to approve the September 2020 Hammond Road Bill Warrant in the amount of \$3,165.95, R. Ashton seconded, upon a roll call vote the motion passed unanimously. (2020.63)

Antes Aye
Ashton Aye
Goodwin Aye
Weinstein Aye

M. Antes moved to approve the October 2020 Hammond Road Bill Warrant in the amount of \$418.60, R. Ashton seconded, upon a roll call vote the motion passed unanimously. (2020.64)

Antes Aye
Ashton Aye
Goodwin Aye
Weinstein Aye

The Board discussed tenant account receivables and non-renewal of the Hammond Road tenant lease.

15 General Correspondence

The Board reviewed General Correspondence folder. The Board commended the Wayland Boy Scouts for building and installing a library kiosk at Bent Park.

16 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

There were none.

17 Next Meeting(s)

A meeting for next month will be scheduled.

Adjourn

M. Antes moved to adjourn, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.65)

Antes Aye
Ashton Aye
Goodwin Aye
Weinstein Aye

S. Weinstein adjourned the meeting at 3:20 pm.

Documents to Be Reviewed at the Meeting

- Meeting Packet Operating Budget Questionnaire
- HUD Payment Standards Notice
- Bent Park Electrical Switchgear Evaluation
- Bent Park Environmental Review
- WHA 2019 Financial Audit
- Hammond Road Financials.

Attested: _____
Brian Boggia, Executive Director