

**WAYLAND HOUSING AUTHORITY**  
**Board of Commissioners Meeting**  
**May 17, 2018**  
**Cochituate Village Apartments, 106 Main Street, Wayland, MA**

**Annual Meeting Minutes**

Commissioners Present: Miriam Andrews, Mary Antes, Russell Ashton, Kevin Goodwin, Susan Weinstein

Absent: None

WHA Staff Present: Brian Boggia, Lynn Poisson, Katherine Provost

Tenants Present: John Pires, Nancy Small

- 1 Call to order Annual Meeting by Chair  
S. Weinstein called the Annual Meeting to order at 7:32 PM and reviewed the Agenda for the Public.
- 2 Public Comment/Tenant Comment  
There was no comment
- 3 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any.  
It was noted that the election of officers was not posted on the agenda and therefore will be postponed to the next meeting.
- 4 M. Antes moved to adjourn the annual meeting and convene the Regular Meeting, K. Goodwin seconded, and the motion passed unanimously. (2018.26)

**Regular Meeting Agenda**

- 1 Call to order Regular Meeting by Chair  
S. Weinstein called the Regular meeting to order at 7:33 and reviewed the agenda for the Public.
- 2 Public Comment  
There was no Public Comment
- 3 Tenant Comment  
K. Goodwin asked that the ashtray at the CVA Shawmut Avenue entrance be moved because it encourages smoking under the portico entrance. N. Small concurred adding that weekends are a problem when WHA staff are not around. Smokers do not know where to go. J. Pires stated that people are smoking at the entrance and smoke comes in his window causing breathing problems. The Board took this under advisement.
- 4 Minutes  
M. Antes moved to approve the minutes of 4/11/18 as amended, K. Goodwin seconded, and the motion passed unanimously. (2018.27)  
R. Ashton moved to approve the minutes of 4/19/18 as amended, K. Goodwin seconded, and the motion passed unanimously. (2018.28)
- 5 Bill Warrant  
M. Antes moved to approve the Bill Warrant for April 2017 in the amount of \$55,722.55, R. Ashton seconded, and the motion passed unanimously. (2018.29)
- 6 Debit/Credit Card Warrant

- M. Antes moved to table the Credit Card Warrant, R. Ashton seconded, and the motion passed unanimously. (2018.29)
- 7 Executive Director's Report  
B. Boggia reviewed the Executive Director's report with the Board. Town Meeting recognized S. Weinstein for many years of volunteer service to the town. M. Antes was named NAHRO Board Member of the year. The HUD Public Housing Assessment System physical inspection of WHA units was reviewed. The smoking sheds were renovated to encourage smokers to smoke away from the building. The WHA has recently reissued two Section 8 Vouchers to get the unit count closer to full capacity. M. Antes moved to close-out the WHAI account and donate the remaining funds to the Wayland Municipal Affordable Trust Fund, R. Ashton seconded, and the motion passed unanimously. (2018.30)
  - 8 Management Plan Review  
M. Antes moved to approve the Pet Policy as revised, K. Goodwin seconded, and the motion passed unanimously. (2018.31)  
M. Antes moved to approve the Fire Evacuation Plan as amended, M. Andrews seconded, and the motion passed unanimously. (2018.32)  
M. Antes moved to approve revisions to the Sexual Harassment Policy, M. Andrews seconded, and the motion passed unanimously. (2018.33)  
S. Weinstein will review the Code of Conduct and Income Targeting policies.
  - 9 Capital Fund Program Improvements  
B. Boggia reported on the progress of hallway painting at Bent Park and carpet replacement at CVA. The Board reviewed the HUD Capital Improvement Program budgets.
  - 10 National Grid Gas Bill  
B. Boggia reported that he is waiting for a response requesting documentation of gas charges from National Grid at 264 Main Street.
  - 11 Chapter 40B Affordable Housing Update  
K. Provost and B. Boggia reported on affordable housing activities and the draft monitoring contract with the Town. The Board reviewed the 2017 Monitoring Report and Affordable Housing Update memo. M. Antes updated the Board on the 11 Hammond Road affordable housing project.
  - 12 General Correspondence  
The Board reviewed General Correspondence
  - 13 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any:  
None
  - 14 Next Meeting  
The next meetings were scheduled for: June 14 at Bent Park; July 12 at Town Building;  
August 16 at the Cochituate Village Apartments
  - 15 Adjourn  
K. Goodwin moved to adjourn, M. Andrews seconded, and the motion passed unanimously. (2018.34) S. Weinstein adjourned the meeting at 9:30 PM.

List of documents reviewed at the meeting:

1. Minutes
2. Bill Warrant
3. Credit Card Warrant
4. Executive Director's Report

5. Pet Policy
6. Sexual Harassment Policy
7. Code of Conduct
8. Capital Improvement Report
9. National Grid Correspondence
10. Affordable Housing Update Memo
11. General Correspondence

Attested: \_\_\_\_\_  
Brian Boggia, Executive Director