

Wayland Housing Authority
Board of Commissioners Meeting
December 19, 2019
7:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Regular Meeting Minutes

Commissioners Present: Mary Antes; Kevin Goodwin; Susan Weinstein

Absent: Miriam Andrews; Russell Ashton;

WHA Staff Present: Brian Boggia, Lynn Poisson

WHA Tenants Present: Richard Conlon, WHA Fee Accountant

1. Meeting Call to Order
Chair S. Weinstein called the meeting to order at 07:10 PM. Given that there was no public present, the agenda was not reviewed.
2. Public Comment
There was no Public Comment.
3. Tenant Comment
There was no Tenant Comment
4. Operating Budget
WHA Fee accountant reviewed the WHA FY2020 operating budgets and answered questions. M. Antes moved to approve the FY 2020 WHA AMP I Public Housing operating budget as prepared by the WHA Fee Accountant, K. Goodwin Seconded, and the motion passed Unanimously. (2019-79)
M. Antes moved to approve the FY 2020 WHA Section 8 operating budget as prepared by the WHA Fee Accountant, K. Goodwin Seconded, and the motion passed Unanimously. (2019-80)
M. Antes moved to approve the FY 2020 WHA Resident Opportunities Self-Sufficiency (ROSS) operating budget as prepared by the WHA Fee Accountant, K. Goodwin Seconded, and the motion passed Unanimously. (2019-81)
5. Minutes
K. Goodwin moved to approve the regular meeting minutes of 10/22/19 as amended, M. Antes seconded, and the motion passed unanimously. (2019-82) K. Goodwin moved to approve the regular meeting minutes of 11/21/19 as amended, M. Antes seconded, and the motion passed unanimously. (2019-83)
6. Bill Warrants
K. Goodwin moved to approve the WHA Revolving Fund Bill Warrant for November 2019 in the amount of \$84,091.80, M. Antes seconded, and the motion passed unanimously. (2019-84)
K. Goodwin moved to approve the Hammond Road Affordable Housing Bill Warrant for November 2019 in the amount of \$973.22, M. Antes seconded, and the motion passed unanimously. (2019-85)
7. Debit Card Warrant
M. Antes moved to approve the November 2019 Debit Card Warrant in the amount of \$502.58, K. Goodwin seconded, and the motion passed unanimously. (2019-86)
8. Executive Director's Report

The Board reviewed reports including budget comparatives, tenant accounts receivable report, vacancy ledger, tenant account receivables, Section 8 Voucher Program funding and utilization, and the issuance of vouchers.

9. Maintenance and Capital Improvements
The Board discussed the progress of CVA window renovation, tree removal, and roof replacement capital improvements and routine maintenance reports.
10. Executive Director Performance Review
S. Weinstein will collect individual review submittals from each Commissioner to be presented at the next WHA Board meeting.
11. SunWealth Community Solar
B. Boggia presented materials regarding potential energy savings for WHA residents.
12. Affordable Housing
The Board discussed the recent affordable, resale at Trout Brook, tenant account receivables at Hammond Road, expenses, and the Tenant Based Rental Assistance Program (TBRA).
13. General Correspondence
The Board reviewed General Correspondence.
14. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any.
15. Next Meeting
The next Board of Commissioners meeting was scheduled for 7:00 PM on January 16, 2020 at the Cochrane Village Apartments.

Adjourn

R. Ashton moved to adjourn the meeting, M. Andrews seconded, and the motion passed unanimously. (2019.87) S. Weinstein adjourned the meeting at 9:00 PM.

Documents Reviewed at the Meeting

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| • Meeting Packet | • Family Self-Sufficiency |
| • Minutes | • Maintenance Reports |
| • Bill Warrant | • Capital Fund Projects and Budgets |
| • Debit Card Warrant | • Executive Director Performance Review |
| • Accounts Payable Warrant | • FY 2020 Operating Budget |
| • Executive Director's Report | • General Correspondence |
| • Operating Budget Monthly Comparatives | • Affordable Housing Update Memo |
| • Tenant Account Receivables | • Oxbow Meadows Affordable Housing Resales |
| • Vacancy Ledger | • 11 Hammond Rental Financials |
| • Evictions and Terminations | • General Correspondence |

Attested: _____
Brian Boggia, Executive Director