

Wayland Housing Authority
Board of Commissioners Meeting
August 20, 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.

Minutes

Commissioners Present: Mary Antes; Kevin Goodwin; Susan Weinstein

Absent: Miriam Andrews; Russell Ashton

WHA Staff Present: Brian Boggia, Lynn Poisson

WHA Resident Stephanie Lynch

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

Annual Meeting

- 1 S. Weinstein called the Annual meeting to order at 2:00 PM and reviewed the agenda.

- 2 Election of Officers

M. Antes nominated the following officers: S. Weinstein, Chair, K. Goodwin, Vice Chair, and Russell Ashton as Treasurer, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.32)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

M. Antes nominated Katherine Provost to represent the WHA on the Wayland Housing Partnership Committee, S. Weinstein to the Community Preservation Committee, S. Weinstein to the Affordable Housing Trust Fund Board, and Chris DiBona to the Rivers Edge Committee, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.33)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

- 3 Commissioner Miriam Andrews

The Board recognized Miriam Andrews for her service to the WHA Board and its residents.

- 4 Annual Reports

The Board reviewed statistical summaries on demographics on existing WHA tenants and associated waiting lists.

- 5 M. Antes moved to adjourn the Annual Meeting and immediately convene the Regular Meeting, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.34)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

S. Weinstein adjourned the regular meeting at 2:10 to convene the Regular meeting.

Regular Meeting

- 1 S. Weinstein called the Regular Meeting to order at 2:11 PM.

- 2 Public Comment

There was no public comment.

- 3 Tenant comment

WHA Tenant Stephanie Lynch was introduced to the Board as a candidate for temporary appointment to the WHA until the next Town Election. The Board gave an overview of the role of a WHA Commissioner and advocate of affordable housing in Wayland. Ms. Lynch spoke to her

qualifications and candidacy to serve on the WHA Board.

4 Minutes

M. Antes moved to approve the minutes of 6/11/20 as amended, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.35).

Antes	Aye
Goodwin	Aye
Weinstein	Aye

5 Bill Warrant

K. Goodwin moved to approve the bill warrant for June 2020 in the amount of \$130,430.32, M. Antes seconded and upon a roll call vote the motion passed unanimously. (2020.36)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

M. Antes moved to approve the bill warrant for July 2020 in the amount of \$54,925.62, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.37)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

6 Debit Card Warrant

M. Antes moved to approve the debit card warrant for June and July 2020 in the amount of \$618.58 (total), K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.38)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

7 Executive Directors Report

B. Boggia briefly reported on the WHA response to COVID-19, operating financial statements, tenant accounts receivable, Section 8 funding, CARES Act funding, Family Self-Sufficiency Funding, maintenance work orders, the completed FY 2019 financial audit, capital improvement projects, illegal dumping at senior housing, and septic systems.

8 Maintenance and Capital Improvements

B. Boggia updated the Board on the CVA roof replacement contract and capital spending. M. Antes moved to approve Change Order #1 for the CVA roof replacement in the amount of \$1,200 to reinstall gypsum board, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.39)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

9 Recreation Equipment Policy, Fire Pits, Trampolines

S. Weinstein recommended adding section "D" that fire pits are not allowed under any condition. M. Antes recommended amending the policy title to "Outdoor Equipment Policy". After discussion M. Antes moved to approve the Outdoor Recreational Equipment Policy, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.40)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

10 The Grill Safety Policy will be reviewed at a future meeting.

11 The Air Conditioner Policy

M. Antes moved to table the Air Conditioner Policy, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2020.42)

Antes	Aye
Goodwin	Aye
Weinstein	Aye

12 The Remote Work and Telecommuting Policy

M. Antes moved to table the Remote Work and Telecommuting Policy until the next meeting, K.

Goodwin seconded and upon roll call vote the motion passed unanimously. (2020.43)

Antes Aye

Goodwin Aye

Weinstein Aye

The consensus of the Board is that the employees need to take measures to keep themselves safe during the COVID crisis. The housing authority is doing what it can to support that and employees should be using WHA machines not their own and checking their e-mail. We cannot expect that we can perform in the same manner as before COVID.

13 Annual Report to the Town

M. Antes moved to table the 2020 Annual Report to the Town pending edits, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.44)

Antes Aye

Goodwin Aye

Weinstein Aye

14 Affordable Housing Update

M. Antes moved to approve the July Hammond Road Bill Warrant in the amount of \$220.00, K. Goodwin seconded, upon a roll call vote the motion passed unanimously. (2020.45)

Antes Aye

Goodwin Aye

Weinstein Aye

The Board discussed the rent arrears and non-renewal of the Hammond Road tenant lease.

15 General Correspondence

The Board reviewed General Correspondence and noted the insurance dividends received by the WHA.

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.

18 Adjourn

M. Antes moved to adjourn, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.46)

Antes Aye

Goodwin Aye

Weinstein Aye

S. Weinstein adjourned the meeting at 3:10 pm.

Documents to Be Reviewed at the Meeting

- Meeting Packet
- Coronavirus Update
- Recreation Equipment Policy
- Grill Safety Policy draft
- CVA Roof Replacement Change Order
- Annual Report to the town draft
- Recreation Equipment Policy draft
- Air Conditioner Policy draft
- Hammond Road Financials

Attested: _____

Brian Boggia, Executive Director