

**Wayland Housing Authority
Board of Commissioners Meeting
July 12, 2018**

7:00 PM
Wayland Town Building

41 Cochituate Road, Wayland, MA 01778

Regular Meeting Minutes

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

Absent: Russell Ashton

WHA Staff Present: Brian Boggia, Lynn Poisson

- 1 Call to order Meeting by Chair
S. Weinstein called the meeting to order at 7:03 PM and waived the review the agenda.
- 2 Public Comment
There was no Public Comment.
- 3 Tenant Comment
There was no Tenant Comment.
- 4 Minutes
M. Antes moved to approve the annual meeting minutes of 6/14/18 as amended, M. Andrews seconded, and the motion passed unanimously. (2018. 43)

M. Andrews moved to approve the regular meeting minutes of 6/14/18 as amended, M. Antes seconded, and the motion passed unanimously. (2018. 44)
- 5 Bill Warrant
M. Antes moved to approve the Bill Warrant for June 2018 in the amount of \$145,748.42, K Goodwin seconded, and the motion passed unanimously. (2018. 45)
- 6 Debit/Credit Card Warrant
M. Antes moved to approve the Credit Card Warrant for May 2018 in the amount of \$1,090.59, K. Goodwin seconded, and the motion passed unanimously. (2018. 46)
- 7 Executive Director's Report
The Board reviewed the operating budget comparatives, tenant accounting receivables, vacancy ledger, evictions, work order report, and Section 8 utilization and the issuance of vouchers. B. Boggia distributed an update on a successful FSS graduate. The Board reviewed the Conflict of Interest Disclosure on a landscaping contract.
- 8 Annual Reports
The Board reviewed the waiting list and tenant statistical summaries, FSS Report, and insurance loss runs.
- 9 Management Plan Review
The Management Plan review was deferred.
- 10 Capital Fund Program Improvements
The Board reviewed the work plan and budgets for the HUD Capital Improvement Fund

Program.

- 11 Town Organization-Town Manager Position
M. Antes distributed an Act Establishing the Position of Town Manager slides and reviewed the proposed changes with the Board.
- 12 Affordable Housing
The Board reviewed the Covered Bridge affordable housing Regulatory Agreement. The Board reviewed the draft affordable housing Monitoring Agreement with the Town. M. Antes moved to authorize the Chair to make appropriate amendments to the contract, approve, and execute the contract to the Town. M. Andrews seconded, and the motion passed unanimously. (2018. 47)
- 13 General Correspondence
The Board reviewed General Correspondence. The Board reviewed a police report on an alleged incident at CVA, Senator Ross' s visit, and special town meeting schedule and articles.
- 14 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
There were no other topics discussed.
- 15 Next Meeting
The next meeting was scheduled for 8/16/18 at 7:00 PM at the Cochituate Village Apartments.
- 16 Adjourn
M. Andrews moved to adjourn the meeting, M. Antes seconded, and the motion passed unanimously. (2018. 48) S. Weinstein adjourned the meeting at 8:34 PM.

List of documents reviewed at the meeting:

1. Minutes
2. Bill Warrant
3. Executive Director's Report
4. Capital Improvement Report
5. Annual Reportd
6. Draft Affordable Housing Monitoring Agreement with the Town of Wayland
7. An Act Establishing The Poisiton of Town Manager in the Town of Wayland slides
8. General Correspondence