

**Board of Commissioners Meeting**

June 14, 2018

7:30 PM

Bent Park Community Building  
12 Bent Avenue, Wayland, MA 01778

**Annual Meeting Minutes**

Commissioners Present: Mary Antes, Kevin Goodwin, Susan Weinstein

Absent: Miriam Andrews, Russell Ashton

WHA Staff Present: Brian Boggia, Lynn Poisson

Tenants Present: Kathy Dodge, Brenda Montiverdi, Nancy Perry

- 1 Call to order Annual Meeting by Chair  
S. Weinstein called the meeting to order at 7:33 PM and reviewed the agenda
- 2 Public Comment/Tenant Comment  
Public and Tenant Comment were deferred until the Regular Meeting to be convened immediately after the Annual Meeting.
- 3 Election of Officers  
M. Antes moved to appoint the following Officers: Susan Weinstein, Chair; Kevin Goodwin, Vice-Chair; Russell Ashton, Treasurer, and to appoint Katherine Provost to the Wayland Housing Partnership, and Susan Weinstein to the Community Preservation Committee, K. Goodwin seconded, and the motion passed unanimously. (2018.36)
- 4 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any  
There were no other topics.
- 5 Adjourn  
M. Antes moved to adjourn the annual meeting and convene the regular meeting, K. Goodwin seconded, and the motion passed unanimously. (2018.37) S. Weinstein adjourned the Annual Meeting at 7:40 PM.

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**Regular Meeting Minutes**

- 1 Call to order Regular Meeting by Chair  
S. Weinstein called the regular meeting to order at 7:41 PM and reviewed the agenda for the public present.
- 2 Public Comment  
There was no Public Comment.
- 3 Tenant Comment  
Bent Park Resident K. Dodge requesting more tenant meetings with the Executive Director, the office post the WHA meeting agenda on the tenant bulletin board in addition to the WHA bulletin board, the WHA enforce the smoke-free housing policy, the need for more inspections

for residents with housekeeping problems, and that tenants are taking extended absences from their units. CVA Resident K. Goodwin requested cleaning of pollen from exterior tables. S. Weinstein thanked the tenants for their input and will follow-up with the Executive Director.

- 4 Minutes  
M. Antes moved to approve the minutes of 5/17/18 as amended, K. Goodwin seconded, and the motion passed unanimously. (2018.38)
- 5 Bill Warrant  
M. Antes moved to approve the Bill Warrant for May 2018 in the amount of \$55,722.55, K. Goodwin seconded, and the motion passed unanimously. (2018.39)
- 6 Debit/Credit Card Warrant  
M. Antes moved to table the Credit Card Warrant for May 2018, K. Goodwin seconded, and the motion passed unanimously. (2018.40)
- 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.
- 8 Public Housing Assessment System  
The Board reviewed the Public Housing Assessment System score report recently issued by HUD.
- 9 Management Plan Review  
M. Antes moved to table the Management Plan review until the next meeting, K. Goodwin seconded, and the motion passed unanimously. (2018.41)
- 10 Capital Fund Program Improvements  
The Board reviewed the work plan and budget for the 2018 Capital Improvement Fund Program. M. Antes moved to accept the HUD Capital Fund Program Annual Contributions Contract Amendment for the 2018 in the amount of \$249,632 and the Civil Rights Certifications, K. Goodwin seconded, and the motion passed unanimously. (2018.42)
- 11 NAHRO Board Member of the Year  
The Board applauded Mary Antes for being named Board Member of the Year by the National Association of Housing and Redevelopment Officials.
- 12 Town Organization-Town Manager Position  
M. Antes asked to defer discussion of the draft Act Establishing the Position of Town Manager until she has received slides from Lea Anderson.
- 13 Affordable Housing  
The Board reviewed the affordable housing update memo as prepared by B. Boggia. The Board commented on the RHSO Infographic. The Board also reviewed the Local Action Unit application and draft regulatory agreement with DHDC on the existing and proposed affordable units at 11 Hammond Road. B. Boggia reported on the affordable housing lottery and regulatory agreement at Covered Bridge. B. Boggia reported that negotiations continue for the WHA's monitoring services contract with the Town. M. Antes updated the Board on the status of the two buildings at the Trinitarian Church property.

- 14 General Correspondence  
The Board reviewed General Correspondence.
- 15 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any  
There were no other topics discussed.
- 16 Next Meeting  
The next meeting was scheduled for 7/12/18 at 7:00 PM at Town Building. The meeting time was changed to get an earlier start.
- 17 Adjourn  
M. Antes moved to adjourn the Regular Meeting, K. Goodwin seconded, and the motion passed unanimously. (2018. 43) S. Weinstein adjourned the meeting at 9:15 PM.

List of documents reviewed at the meeting:

1. Minutes
2. Bill Warrant
3. Executive Director's Report
4. Capital Improvement Report
5. HUD Annual Contributions Contract Amendment
6. Act Establishing the Position of Town Manager
7. Affordable Housing Update Memo
8. 11 Hammond Regulatory Agreement and Local Action Unit LIP Application
9. General Correspondence