

**Wayland Housing Authority
Board of Commissioners Meeting**
August 16, 2018

7:00 PM
Cochituate Village Apartments
106 Main Street, Wayland, MA 01778

Regular Meeting Minutes

Commissioners Present: Mary Antes, Kevin Goodwin, Susan Weinstein

Absent: Miriam Andrews, Russell Ashton

WHA Staff Present: Brian Boggia, Lynn Poisson

CVA Tenant Present: John Pires

- 1 Call to order Meeting by Chair
S. Weinstein called the meeting to order at 7:09 PM and waived the review the agenda.
- 2 Public Comment
There was no Public Comment.
- 3 Tenant Comment
John Pires stated that the HUD new Smoke Free Housing Policy that went into effect July 31, 2018 sets a 25-foot limit away from the building for smoking. He stated that some tenants have violated this policy.
- 4 Minutes
K. Goodwin moved to approve the regular meeting minutes of 7/12/18 without amendment, M. Antes seconded, and the motion passed unanimously. (2018.49)
- 5 Bill Warrant
M. Antes moved to approve the Bill Warrant for July 2018 in the amount of \$104,803.09, K. Goodwin seconded, and the motion passed unanimously. (2018.50)
- 6 Debit/Credit Card Warrant
M. Antes moved to approve the Credit Card Warrant for June 2018 in the amount of \$251.69, K. Goodwin seconded, and the motion passed unanimously. (2018.51)

M. Antes moved to approve the Credit Card Warrant for July 2018 in the amount of \$476.44, K. Goodwin seconded, and the motion passed unanimously. (2018.52)
- 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 the Meet the Director notes. The Board noted the tenant request for free wireless internet in the Community Room. B. Boggia distributed a memo breaking down associated costs. B. Boggia reported that tenant disposal of large household goods is becoming a problem at Bent Park and CVA. The WHA should be charging tenants fees for illegal dumping. The Board commended a FSS graduate family for purchasing their first home.
- 8 Management Plan Review

The Management Plan review was deferred.

9 Capital Fund Program Improvements

M. Antes moved to approve Change Order #1 in the amount of \$2,600 for the Bent Park hallway painting contract for New Generation Painting Co. Inc., K. Goodwin seconded, and the motion passed unanimously. (2018.53)

The Board reviewed the bids for Bent Park Stair Hall Improvement (Rear Halls). B. Boggia indicated that the WHA had received two bids. Continental Flooring was the low bidder and their references were verified. K. Goodwin moved to award the contract for Bent Park Stair Hall Improvements II to Continental flooring in the amount of \$68,792 and to appoint Brian Boggia as the Contract Officer, M. Antes seconded, and the motion passed unanimously. (2018.54)

10 Affordable Housing

B. Boggia updated the Board on affordable housing activities in the town. The Local Action Plan for 11 Hammond Road has been submitted to DHCD for review and approval. The three Covered Bridge affordable housing units are under purchase and sales agreement. The draft WHA Affordable Housing Monitoring Agreement with the Town is under review.

11 General Correspondence

The Board reviewed General Correspondence including the change in HUD Field Office staff assigned to the WHA, WHA web site subject outline, and recent visits to the WHA by state legislators.

12 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any

There were no other topics discussed.

13 Next Meeting

The next Board of Commissioners meetings were tentatively scheduled for 7:00 PM at:

9/20/18 Bent Park Community Room

10/25/18 Wayland Town Building

11/15/18 Cochituate Village Apartments Community Room

12/13/18 Bent Park Community Room

14 Adjourn

K. Goodwin moved to adjourn the meeting, M. Antes seconded, and the motion passed unanimously. (2018.55) S. Weinstein adjourned the meeting at 8:00 PM.

List of documents reviewed at the meeting:

1. Minutes
2. Bill Warrant
3. Executive Director's Report
4. Capital Improvement Report
5. Annual Report
6. Draft FY 2017 Financial Audit Report
7. Meet the Director Meeting Notes 8/14/18
8. RHSO Town of Wayland Infographic
9. General Correspondence