

**Wayland Housing Authority
Board of Commissioners Meeting
December 23, 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.

Regular Meeting Minutes

Commissioners Present: Mary Antes; Kevin Goodwin; Stephanie Lynch, Susan Weinstein

Absent: Russell Ashton

WHA Staff Present: Brian Boggia, Lynn Poisson

WHA Fee Accountant: Richard Conlon

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

- 1 S. Weinstein called the Regular Meeting to order at 2:02 PM.

- 2 Public Comment
There was no public comment.

- 3 Tenant comment
There was no public comment.

- 4 Operating Budgets
WHA Fee Accountant Richard Conlon presented draft FY 2020 Operating Budget Revision #1 for the Board's review and approval. K Goodwin moved to adopt Revision #1 to the Public Housing and Section 8 2020 operating budgets, S. Lynch seconded, and upon a roll call vote the motion passed unanimously. (2020.68)

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

WHA Fee Accountant Richard Conlon presented draft FY 2021 Operating Budget for the Board's review and approval. K Goodwin moved to adopt Public Housing, Section 8, and Resident Opportunity Self-Sufficiency program 2020 operating budgets, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2020.69)

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

- 5 Minutes
M. Antes moved to approve the minutes of 11/23/20 as amended, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2020.70).

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

- 6 Bill Warrant
M. Antes moved to approve the bill warrant for November 2020 in the amount of \$68,415.29, S. Lynch seconded and upon a roll call vote the motion passed unanimously. (2020.71)

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

7 Debit Card Warrant

M. Antes moved to approve the debit card warrant for November 2020 in the amount of \$523.88, S. Lynch seconded and upon a roll call vote the motion passed unanimously. (2020.72)

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

8 Executive Directors Report

B. Boggia reported on the various aspect of WHA operations including the WHA response to COVID-19. The Board reviewed operating financial statements, tenant accounts receivable, Section 8 Voucher Program shortfall funding, vacancy ledger, tenant accounts receivable, and Family Self-Sufficiency escrow balances.

9 Maintenance and Capital Improvements

B. Boggia noted that WHA maintenance continues to perform only emergency repairs in tenant apartments where occupants are not exhibiting COVID symptoms.

10 Executive Director Annual Review

S. Weinstein gave an overview of the Executive Director's annual review. K. Goodwin moved to accept the review with a rating of 5 (highest) with a 4% annual salary increase, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2020.73)

Antes	Aye
Goodwin	Aye
Lynch	Aye
Weinstein	Aye

11 PHA Annual Plan Update

M. Antes moved to approve the 2021 PHA Annual Plan Update, S. Lynch seconded, and upon a roll call vote the motion passed unanimously. (2020.74)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Weinstein	Aye

12 Affordable Housing

B. Boggia reported on Chapter 40B affordable resales and refinances and a proposal to the town to resell an affordable unit at Post Road Village. The Board discussed the rent arrearage at Hammond Road.

13 General Correspondence

The Board reviewed General Correspondence folder. The Board commended the Wayland Boy Scouts for building and installing a library kiosk at Bent Park.

14 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
There were none.

15 Next Meeting(s)

A meeting for next month will be scheduled.

16 Adjourn

K. Goodwin moved to adjourn, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2020.75)

Antes Aye

Ashton Aye

Goodwin Aye

Weinstein Aye

S. Weinstein adjourned the meeting at 3:03 pm.

Documents to Be Reviewed at the Meeting

- Meeting Packet Operating Budget Questionnaire
- HUD Payment Standards Notice
- Bent Park Electrical Switchgear Evaluation
- Bent Park Environmental Review
- WHA 2019 Financial Audit
- Hammond Road Financials.