

**Wayland Housing Authority  
Board of Commissioners Meeting  
September 21, 2022  
9:00 AM  
Teleconference**

**Regular Meeting Minutes**

In compliance with the revised Open Meeting Law requirements, this meeting was conducted remotely and streamed on WayCAM. Public Comment was available by phone for this meeting.

Commissioners Present: Mary Antes; Kevin Goodwin; Marie Isenburg; Susan Weinstein.  
Absent: Russell Ashton  
WHA Staff Present: Brian Boggia  
Others Present: Willowbrook HOA President David Glen; Willowbrook HOA Member Helaine Cohen

- 1 S. Weinstein called the Regular Meeting to order at 9:05 AM and reviewed the agenda.
- 2 Public Comment  
Willowbrook Condominium Association members David Glen and Helaine Cohen stated that the HOA has been supportive of affordable housing and is willing to work with affordable housing homeowners in paying of recent capital renovations. The Board advised that the Wayland Affordable Housing Trust has been considering financial support for these homeowners.
- 3 Tenant Comment  
There was no Tenant comment.
- 4 Minutes  
K. Goodwin moved to approve the minutes of 8/26/22 as amended, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.50)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye
- 5 Bill Warrant  
The Board reviewed the Bill Warrant. M. Isenburg moved to approve the Bill Warrant for August 2022 in the amount of \$61,332.16, K. Goodwin seconded and upon a roll call vote the motion passed unanimously. (2022.51)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye
- 6 Debit Card Warrant  
K. Goodwin moved to approve the Debit Card Warrant for August 2022 in the amount of \$530.05, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.52)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye
- 7 Executive Directors Report

B. Boggia reported on various aspects of WHA operations including tenant accounts receivable, budget comparatives, vacancy ledger, Section 8 program utilization, fair housing training for Commissioners and Staff, pending REAC inspections, and temporary maintenance staffing.

8 Maintenance and Capital Improvements

The Board reviewed the Executive Director's Maintenance report, Bent Park fire alarm devices upgrade, inspections, upcoming capital improvement contracts, work order summary report, and staffing.

The Board reviewed the Bent Park Fire Alarm Device Upgrade contract award recommendation by BLW Engineers. K. Goodwin moved to award the Bent Park Fire Alarm Device Upgrade to the low-bidder to Brite-Lite Electrical Co., Inc. of Weymouth, MA in the amount of \$339,965.00, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.53) The Board underscored that it will look unfavorably on any change orders

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

9 Fair Market Rents

M. Isenburg moved to approve the 2022 HUD Fair Market Rents, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2022.54)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

10 Annual Report

K. Goodwin moved to approve the FY 2022 Annual Report to the Town of Wayland, M. Isenburg seconded, and upon a roll call vote the motion passed unanimously. (2022.55)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

The Board thanked S. Weinstein for drafting the report.

11 Affordable Housing

The Board reviewed the Hammond Road funding and tenant account receivable.

M. Antes moved to approve the Hammond Road Bill Warrant in the amount of \$50.00, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2022.56)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

The Board also reviewed the leasing of an affordable housing unit at 223 Rice Road, the sale of Launcher Way, and the Alta Oxbow open house.

12 Correspondence

The Board reviewed correspondence.

13 Next meeting

The next meeting was scheduled for 9:00 AM on October 27, 2022. The meeting will be held remotely.

Adjourn

K. Goodwin moved to adjourn the meeting, M. Isenburg seconded, and upon a roll call vote the motion passed unanimously. (2022.57)

Antes Aye

Goodwin Aye

Isenburg Aye

Weinstein Aye

S. Weinstein adjourned the meeting at 10:12 AM

**Documents Reviewed at the Meeting**

- Meeting Packet
- Operating Budget Monthly Comparatives
- Executive Director's Report
- WHAt's News Tenant Newsletter
- Draft Annual Report to the Town
- Correspondence

Attested: \_\_\_\_\_

Brian Boggia, Executive Director