Wayland Housing Authority
Board of Commissioners Meeting
October 27, 2022
9:00 AM
Teleconference

<u>Regular Meeting Minutes</u>

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: None

1   S. Weinstein called the Regular Meeting to order at 9:05 AM and reviewed the agenda.

2   Public Comment
There was no Public Comment

3   Tenant Comment
There was no Tenant Comment.

4   Minutes
K. Goodwin moved to approve the minutes of 9/21/22 as amended, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.58)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

5   Bill Warrant
The Board reviewed the Bill Warrant. K. Goodwin moved to approve the Bill Warrant for September 2022 in the amount of $40,096.78, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.59)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

6   Debit Card Warrant
M. Antes moved to approve the Debit Card Warrant for September 2022 in the amount of $1,069.45, M. Isenburg seconded, and upon a roll call vote the motion passed unanimously. (2022.60)

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, pending REAC inspections, and HUD funding of additional Fair Share Section 8 Vouchers, FSS escrow account pay outs, PHA Plan, and the forming Bent Park Tenant's Association.

8   Maintenance and Capital Improvements

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

9   FY 2023 Operating Budget

B. Boggia reviewed the budget questionnaire the WHA Fee Accountant will consider when drafting the FY 2023 operating budget. The final draft will be presented to the Board at the November meeting for review and approval.

10   Five Year Action Plan Update

K. Goodwin moved to approve the Five-Year Action Plan Annual Update. M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.61)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

11   Utility Allowance Schedule

M. Antes moved to approve the Utility Allowance Schedule as compiled by HAPPY Software effective 10/01/22, M. Isenburg seconded, and upon a roll call vote the motion passed unanimously. (2022.62)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

12   Executive Director Performance Review

S. Weinstein will collect Board member responses for the Executive Director performance review and present the review at the November meeting.

13   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 $3,327.95, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2022.63)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

Correspondence

The Board reviewed correspondence.

Next meeting

The next meeting was scheduled for 9:00 AM on November 29. 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. (2022.64)

Antes	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

S. Weinstein adjourned the meeting at 10:20 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
- Draft Utility Allowance Schedule
- Executive Director's Performance Review
- Correspondence

Attested: _____
Brian Boggia, Executive Director