

**Wayland Housing Authority
Board of Commissioners Meeting
November 29, 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; Russell Ashton; Kevin Goodwin; Marie Isenburg; Susan Weinstein

Absent: None

WHA Staff Present: Brian Boggia, WHA Executive Director; Lynn Poisson, WHA Program Administrator

Others Present:

Richard Conlon, WHA Fee Accountant

Bent Park Residents: Kathy Dodge, Genevieve Fosa; Dana Montuori, Nancy Perry, Kenneth Sailsman

Margarita Morales, Mass Union of Public Housing Tenants

Maura Snyder, Wayland COA Outreach Worker

- 1 S. Weinstein called the Regular Meeting to order at 9:09 AM and reviewed the agenda.
- 2 Public Comment
There was no Public Comment
- 3 Tenant Comment
K. Goodwin asked for an update of the Fios installation at the CVA. B. Boggia reported that we are waiting for Verizon to activate the system.
- 4 FY 2023 Operating Budgets
WHA Fee Accountant R. Conlon reviewed the FY2023 draft operating budgets including AMP I, Section 8, FSS, and Affordable Housing. R. Ashton moved to approve the FY 2023 Operating Budget as drafted by the WHA Fee accountant as amended, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.65)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

R. Conlon also reviewed the current operating budget comparatives.
- 5 Bent Park Resident Council
Bent Park Residents joined the meeting. Kathy Dodge and Mass Union Representative Margarita Morales presented the formation of a new Resident Council (RC). M. Morales announced to the by-laws, process followed, tenant notice, and the number of residents voting as being representative. The Board reviewed the proposed by-laws. The Board wanted to be sure that the RC is representative and inclusive of all Bent Park residents. Notices should be translated to include non-English speaking residents. S. Weinstein emphasized that the RC is an advisory council only and the final management decisions remain with the WHA. M. Antes moved to recognize the proposed Bent Park Resident Council in accordance with 24 CFR 964. M. Isenburg seconded, and upon a roll call vote the motion passed. (2022.66)

Antes	Aye
Ashton	Abstain
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

K. Dodge will submit a Memorandum of Understanding and Budget to the Board for review and approval at the next WHA Board meeting. S. Weinstein congratulated the Residents of the formation of the Resident Council.

6 Tenant Accounts Receivable

M. Antes moved to write-off Tenant Accounts Receivable of vacated tenants in the amount of \$543.17 as per the recommendation of the WHA Fee Account, R. Ashton seconded, and upon a roll call vote the motion passed unanimously. (2022.67)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

7 Minutes

M. Antes moved to approve the minutes of 10/27/22, K. Goodwin seconded, and upon a roll call vote the motion passed. (2022.68)

Antes	Aye
Ashton	Abstain
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

8 Bill Warrant

The Board reviewed the Bill Warrant. K. Goodwin moved to approve the Bill Warrant for October 2022 in the amount of \$96,899.70, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.69)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

9 Debit Card Warrant

M. Antes moved to approve the Debit Card Warrant for October 2022 in the amount of \$589.23, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2022.70)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

10 Executive Directors Report

B. Boggia reported on various aspects of WHA operations including tenant accounts receivable, budget comparatives, vacancy ledger, Section 8 program utilization, HUD approval of the WHA 5-Year Plan, and recent HUD REAC inspection score. The Board commended the staff for an excellent score of 93.

11 Maintenance and Capital Improvements

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

12 Executive Director's Performance Review

The Chair is still collecting review responses from the Commissioners. K Goodwin moved to table the Executive Director's Review until the next meeting, M. Antes seconded, and upon a roll call vote the motion passed unanimously. (2022.71).

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

13 Affordable Housing

M. Antes noted that the Archdiocese of Boston is working on a proposal for affordable housing at St. Ann's Church.

Correspondence

The Board reviewed correspondence.

Next meeting

The next meeting was scheduled for 9:00 AM on December 16, 2022. The meeting will be held remotely.

Adjourn

K. Goodwin moved to adjourn the meeting, M. Antes, seconded, and upon a roll call vote the motion passed unanimously. (2022.72)

Antes	Aye
Ashton	Aye
Goodwin	Aye
Isenburg	Aye
Weinstein	Aye

S. Weinstein adjourned the meeting at 11:00 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