

**Wayland Housing Authority
Board of Commissioners Meeting
November 16, 2023
6:30 PM
Bent Park
In Person Meeting**

Commissioners Present: Mary Antes; Russell Ashton; Kevin Goodwin; John Thomas; Susan Weinstein
Commissioners Absent: None
WHA Staff Present: Brian Boggia, Lynn Poisson
Others: Marie Isenburg, Richard Conlon

Regular Meeting Minutes

- 1 S. Weinstein called the Regular Meeting to order at 6:36 PM.
- 2 Public Comment
There was no public comment.
- 3 Tenant Comment
There was no tenant comment.
- 4 FY 2024 Operating Budget
WHA Fee Accountant R. Conlon presented a draft FY 2024 Operating Budget and reviewed each budget line item. R. Ashton moved to approve the FY 2024 WHA AMP I and Section-8 Operating Budget as prepared by the WHA Fee Accountant, M. Antes seconded, and the motion passed unanimously. (2023.56)
- 5 Minutes
M. Antes moved to approve the minutes of 10/26/23 without amendments, J. Thomas seconded, and the motion passed unanimously. (2023.57)
- 6 Bill Warrant
K. Goodwin moved to approve the Bill Warrant for October 2023 in the amount of \$96,794.09, R. Ashton seconded and the motion passed unanimously. (2023.57)
- 7 Debit Card Warrant
K. Goodwin moved to approve the Debit Card Warrant for October 2023 in the amount of \$749.11, M. Antes seconded and the motion passed unanimously. (2023.58)
- 8 Executive Directors Report
B. Boggia reported on various aspects of WHA operations. Budget comparatives from WHA Fee Accountant R. Conlon for October are not available because of his firm's merger with Marcum. The Board reviewed the vacancy ledger, tenant accounts receivable, Evictions and Terminations report, and Section 8 Housing Choice Voucher Program utilization.
- 9 PHA Plan
M. Antes moved to approve the revised Deconcentration Policy as amended subject to non-substantive edits to be submitted as part the PHA Plan, R. Ashton seconded, and the motion passed unanimously. (2023.59) K. Goodwin moved to approve the PHA Plan 2024 annual update, R. Ashton seconded, and the motion passed unanimously. (2023.60)

- 10 Utility Allowance Schedule Update
M. Antes moved to approve the update to the WHA Utility Allowance Schedule as prepared by U. S. Inspection Group, J. Thomas seconded, and the motion passed unanimously. (2023.61)
- 11 Affordable Housing
The Board discussed the steps moving forward to advance a shared living facility.
- 12 Correspondence
The Board reviewed the Correspondence folder.
- 13 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any
The Board discussed the upcoming Executive Director performance review.
- 14 Next Meeting
The next meetings were scheduled for:
6:30 pm on December 20, 2023 to be held at Town Building.

Adjourn
R. Ashton moved to adjourn, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2023.55)

S. Weinstein adjourned the meeting at 8:47 PM.

Documents Reviewed at the Meeting

- Meeting Packet
- Executive Directors Reports
- Bill Warrants
- HUD Fair Market Rent Notice
- Correspondence
- Operating Budget Questionnaire
- Executive Director Performance Review Form

Attested: _____
Brian Boggia, Executive Director