

**Wayland Housing Authority
Board of Commissioners Meeting
January 18, 2024
6:30 PM**

All Remote Meeting

Commissioners Present: Mary Antes; Russell Ashton; Kevin Goodwin; John Thomas; Susan Weinstein

Commissioners Absent: None

WHA Staff Present: Brian Boggia, Lynn Poisson

Others: Bent Park Resident Marie Isenburg

Regular Meeting Minutes

1 S. Weinstein called the Regular Meeting to order at 6:34 PM and reviewed the agenda.

2 Public Comment

There was no public comment.

3 Tenant Comment

There was no tenant comment.

4 Minutes

M. Antes moved to approve the minutes of 11/16/23 as amended, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2024.01)

M. Antes Aye

R. Ashton Aye

K. Goodwin Aye

J. Thomas Aye

S. Weinstein Aye

J. Thomas moved to approve the minutes of 12/11/23 as amended, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2024.02)

M. Antes Aye

R. Ashton Aye

K. Goodwin Aye

J. Thomas Aye

S. Weinstein Aye

5 Bill Warrant

M. Antes moved to approve the Bill Warrant for November 2023 in the amount of \$52,607.51, K. Goodwin seconded, and the motion passed unanimously. (2024.03)

M. Antes Aye

R. Ashton Aye

K. Goodwin Aye

J. Thomas Aye

S. Weinstein Aye

K. Goodwin moved to approve the Bill Warrant for December 2023 in the amount of \$124,876.83, M. Antes seconded, and the motion passed unanimously. (2024.04)

M. Antes Aye

R. Ashton Aye

K. Goodwin Aye

J. Thomas Aye

S. Weinstein Aye

6 Debit Card Warrant

M. Antes moved to approve the Debit Card Warrant for November 2023 in the amount of \$1,096.38, K. Goodwin seconded, and the motion passed unanimously. (2024.05)

M. Antes	Aye
R. Ashton	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

M. Antes moved to approve the Debit Card Warrant for December 2023 in the amount of \$1,965.59, K. Goodwin seconded, and the motion passed unanimously. (2024.06)

M. Antes	Aye
R. Ashton	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

7 Executive Directors Report

B. Boggia reported on various aspects of WHA operations including budget comparatives, vacancy ledger, tenant accounts receivable, evictions and terminations report, and Section 8 Housing Choice Voucher Program utilization and shortfall funding, FSS funding, the WHA statistical summary report, and WHA Board and staff training.

R. Ashton left the meeting.

8 Maintenance and Capital Improvements

B. Boggia reviewed the CVA kitchen renovations and cost estimate and Andrew Brockway & Associates architect fee proposal. M. Antes moved to engage Andrew Brockway & Associates Architects for the CVA kitchen renovations in the amount of \$22,500.00, K. Goodwin seconded, and the motion passed unanimously. (2024.07)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

The Board reviewed the report by Regan Septic declaring the septic system at 268 Main Street as being no longer viable. K. Goodwin moved to engage Doucette Engineering to design the replacement septic system for 268 Main Street in the amount of \$4,200, M. Antes seconded, and the motion passed unanimously. (2024.08)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

9 Financial Audit

The Board reviewed the financial audit bid submitted by EFPR Group. M. Antes moved to engage EFPR Group, CPA to perform the annual WHA financial audit for FY 2023 \$23,300, FY 2024 \$24,200, FY 2025 \$25,200, K. Goodwin seconded, and the motion passed unanimously. (2024.09)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

10 Legal Contract

The Board reviewed the legal contract as submitted by Robert Jachowicz, Attorney at Law. M. Antes moved to engage Robert Jachowicz, Attorney at Law to provide housing related legal services to the WHA, K. Goodwin seconded, and the motion passed unanimously. (2024.10)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

11 Affordable Housing

The Board discussed the status of the supportive housing proposal for 212 Cochituate Road, local monitoring of affordable housing units in Wayland, 24 School Street, and Wayland Commons homeowners association lawsuit against a homeowner and the Town of Wayland.

12 Executive Director's Performance Review

The Board reviewed the Executive Director's annual performance review. M. Antes moved approve the Executive Directors performance review with a rating of 5 (5 being the highest score) and a 6.5% pay increase, K. Goodwin seconded, and upon a roll call vote the motion passed unanimously. (2024.11)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

13 Correspondence

The Board reviewed the Correspondence folder.

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

Next Meeting

The next meeting was scheduled for:

6:30 pm on February 29, 2024 to be held in person at the Cochituate Village Apartments.

Adjourn

K. Goodwin moved to adjourn, J. Thomas seconded, and upon a roll call vote the motion passed unanimously. (2024.12)

M. Antes	Aye
K. Goodwin	Aye
J. Thomas	Aye
S. Weinstein	Aye

The Chair S. Weinstein adjourned the meeting at 7:48 PM.

Documents Reviewed at the Meeting

- Meeting Packet
- Executive Directors Reports
- Bill Warrants
- Correspondence
- Andrew Brockway Architect fee proposal
- Doucette Engineering Fee Proposal
- Financial Audit Bid
- Legal Services Bid

Attested: _____

Brian Boggia, Executive Director