

WAYLAND HOUSING AUTHORITY
Board of Commissioners Meeting
September 7, 2017
Wayland Town Building, 41 Cochituate Road, Wayland, MA

Regular Meeting Minutes

Commissioners Present: Miriam Andrews, Mary Antes, Russell Ashton, Kevin Goodwin, Susan Weinstein

Absent: None

WHA Staff Present: Brian Boggia

Others Present: Brian O'Herlihy, Municipal Affordable Housing Trust

1. The Chair S. Weinstein called the regular meeting to order at 7:30 P.M. Seeing no public present, the Chair decided to pass over the review of the agenda for the public.
2. There was no Public Comment.
3. There was no Tenant Comment
4. Chair S. Weinstein moved, seconded by R. Ashton, to enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, lease, or value of real property and declared that an open meeting may have a detrimental effect on the negotiating position of the public body. Roll call vote: YEA: M. Andrews; M. Antes; R. Ashton; K. Goodwin; S. Weinstein. NAY: None. ABSENT: None. ABSTAIN: None. The motion passed unanimously (2017.59). The Board of Commissioners will reconvene in open session in approximately 15 minutes. S. Weinstein, Chair, invited attendance by B. Boggia, WHA Executive Director and Brian O'Herlihy Wayland Municipal Affordable Housing Trust.

The Board returned to open session at 7:55 P.M.

5. M. Antes moved to approve the minutes of 6/15/17 as amended, K. Goodwin seconded, and the motion passed unanimously (2017.61). M. Andrews moved to approve the minutes of 7/24/17 as amended, M. Antes seconded, and the motion passed unanimously (2017.62). M. Antes moved to accept the minutes of 8/3/17 as amended, M. Andrews seconded, and the motion passed unanimously (2017.63).
6. The Board reviewed the Bill Warrant. K. Goodwin moved to approve the Bill Warrant for July 2017 in the amount of \$40,564.96, M. Antes seconded, and the motion passed unanimously (2017.64)
7. The Board reviewed the Credit Card Warrant. M. Antes moved to approve the Credit Card Warrant for July 2017 in the amount of \$360.25, K. Goodwin seconded, and the motion passed unanimously (2017.65).
8. The Board reviewed the Executive Director's Report including budget comparatives, vacancy ledger, evictions and terminations, work orders, public housing waiting list update, Wayland Landfill charges, Bent Park renovations, the resale of two Oxbow Meadows units, Chapter 40B monitoring, and Section 8 Voucher program utilization rate, funding, and projected shortfall.
9. B. Boggia reported that the installation of new stair hall treads and landings at Bent Park should be complete next week. Walkway repairs are scheduled to resume 9/8/17. B. Boggia reported on the status of the CVA fire sprinkler installation contract, budget, and close-out. M. Antes moved to approve Carlisle Engineering Change Order #102 in the amount of \$1068.74 to install two upright sprinklers with cages in the new storage room under stairwell #1 as recommended by Pristine Engineers, K. Goodwin seconded, and the motion passed unanimously (2017.66).
10. M. Antes moved to write off \$1,045 in uncollected rent from a vacated tenant as recommended by the WHA Fee Accountant, K. Goodwin seconded, and the motion passed unanimously (2017.67).
11. S. Weinstein submitted a draft WHA annual report to the town. M. Antes moved to accept the WHA Annual report to the Town as amended, R. Ashton seconded, and the motion passed unanimously (2017.68).

12. B. Boggia recommended that the Board table the revised utility allowance schedule as prepared by Happy Software until discussions with the HUD shortfall team are completed. M. Andrews moved to table the revised utility allowance schedule until the next meeting, K. Goodwin seconded, and the motion passed unanimously (2017.69).
13. The Board reviewed the Staff proposal to the Town Administrator for affordable housing monitoring services.
14. The Board reviewed General Correspondence.
15. There was no other business.
16. Topics Not Reasonably Anticipated by the Chair 48 Hours in advance of the meeting, if any. The Board discussed State Ethics Commission Certification. S. Weinstein will send the Town Clerk notice to each Board member.
17. The next regular Board of Commissioners meetings were scheduled for 7:30 P.M. on October 19, 2017; November 16, 2017; December 14, 2017
18. R. Ashton moved to adjourn, K. Goodwin seconded, and the motion was approved unanimously. (2017.70) S. Weinstein adjourned the meeting at 9:03 P.M.

List of Documents Reviewed at the Meeting:

- Board Meeting Packet
- CVA Fire Sprinklers Change Order #102
- 2017 Draft Utility Allowance Schedule
- WHA Annual Report to the Town

Attested: _____
Brian Boggia, Executive Director

WAYLAND HOUSING AUTHORITY
Board of Commissioners Meeting
September 7, 2017
Wayland Town Building, 41 Cochituate Road, Wayland, MA

Executive Session Minutes

Attendance: Miriam Andrews, Mary Antes, Russell Ashton, Kevin Goodwin, Susan Weinstein

Others in attendance: Brian Boggia, WHA Executive Director; Brian O'Herlihy, Wayland Affordable Housing Trust Treasurer

The executive session was called at 7:38 PM in the Board of Selectmen Room, Wayland Town Building, by unanimous roll call vote of the Commissioners present (YEA: M. Andrews; M. Antes; R. Ashton; K. Goodwin; S. Weinstein NAY: None. ABSENT: None. ABSTAIN: None. Adopted 5-0) in open meeting as permitted by Massachusetts General Laws Chapter 30A, Section 21(a)(6), to discuss the purchase, exchange, lease or value of real property. S. Weinstein, Chair, declared that an open meeting discussion with respect to the purchase, exchange, lease or value of real property may have a detrimental effect on the negotiating position of the Town.

S. Weinstein invited B. Boggia and B. O'Herlihy to attend the session.

B. O'Herlihy informed the WHA Board that the WMAHTF had submitted an offer to acquire the real property located at 11 Hammond Road, Wayland. The Trust is expected to close on the property next week. The Trust envisions that this single family three-bedroom home could be rehabbed into an affordable rental that would count in the Town's Ch. 40B affordable housing inventory. Mr. O'Herlihy indicated that he wanted to get feedback on the idea that the Trust Lease the property to the WHA or hire the WHA to be the property manager for an affordable rental at the site. The Trust has vetted this concept with Town Counsel. The Trust prefers a long-term lease arrangement where the numbers will be financially feasible and low risk for the WHA. The Trust will work on financial pro forma for the WHA Board to review. The Board indicated that the project would have to be a stand-alone unit with no mixing of WHA or HUD funds. The WHA Board expressed interest in developing this concept. The next trust meeting is scheduled for 10/4/17.

S. Weinstein moved, seconded by M. Antes , that the WHA exit executive Session at 7:55 PM. Roll call vote: YEA: Miriam Andrews, Mary Antes; Russell Ashton; Kevin Goodwin, Susan Weinstein. NAY: None. ABSENT: S. Weinstein. ABSTAIN: None. Adopted unanimously (2017.71).

Attested: _____
Brian Boggia, Executive Director