

WAYLAND HOUSING AUTHORITY
Board of Commissioners Meeting
February 17, 2011
Wayland Town Building, Wayland, MA

Regular Meeting Minutes

DRAFT

Present: Commissioners M. Antes, R. Ashton , B. Francis, S. Weinstein
Absent: C. Raskin
Executive Director B. Boggia
Others Present: Cindy Mills

Chairman Antes convened the meeting at 7:00 P.M.

Public Comment

There was no public comment.

Minutes

R. Ashton moved to approve the minutes of 12/16/2010 and was seconded by S. Weinstein. Vote: 4-0-1 (2011-01)

Bill Warrant

S. Weinstein moved to approve the Bill Warrant for November 2010 and was seconded by B. Francis. Vote: 4-0-0 (2011-02)

S. Weinstein moved to approve the Bill Warrant for December 2010 and was seconded by B. Francis. Vote: 4-0-0 (2011-03)

Cindy Mills

Former WHA Bookkeeper Cindy Mills addressed the Board. She presented a written statement that outlined her position on the events that led to her resignation in January. She also presented the Board with a 11/4/2008 memo from B. Boggia regarding "Issuance of Section 8 Checks". Ms. Mills also mentioned FMLA absences and doctor appointments, employee evaluations, bank fees and insufficient funds, and pay raises. She indicated that she would like her letter entered into the minutes. She also would like a copy of tonight's meeting minutes. She will meet Mary Antes at the WHA office tomorrow the pick-up a few personal items. Ms. Mills related that she would like her retirement papers signed and will bring them tomorrow. The Board thanked Ms. Mills.

Executive Director's Report

The Board reviewed the Executive Director's report. The following topics were discussed: Bent Park emergency lighting as requested by the Wayland Building Commissioner, fire sprinkler estimates by the WHA architect and engineer, Board of Selectmen office hours at Bent Park, budget comparatives, Wayland Housing Associates, Inc., administrative update, FSS update, diversity training, petitioner's article regarding the water capital improvement fee, the federalization of Bent Park and the draft Master Plan Advisory Committee report. M. Antes reported on a recent Wayland Housing Partnership Committee meeting where Susan Connolly from the Mass. Housing Partnership presented information on affordable rentals, the soft-second loan program, and helping homeowners with condominium fees. The Board also discussed the smoking ban and the installation of smoking sheds.

Performance Management Process

The Board reviewed the PMP for the Executive Director. M. Antes will meet with Brian to prioritize goals and time frames.

Admissions and Continued Occupancy Plan

The Board reviewed Rebekah Carter's request to include siblings in the local preference for placement from waiting list. M. Antes will check with the uniform local preferences as developed by the Mass. Housing Partnership.

Employee Guide

The Board reviewed draft policies for the WHA Employee Guide.

S. Weinstein moved to accept the Severe Weather policy as amended and was seconded by B. Francis. Vote: 4-0-0 (2011.04)

S. Weinstein will edit the Fraud policy for the next meeting.

S. Weinstein moved to accept the Equipment and Vehicle Use policy as amended and was seconded by B. Francis. Vote: 4-0-0 (2011.05)

Utility Allowance Schedule

S. Weinstein moved to accept the 12/2009 utility allowance schedule as developed by Happy Software and was seconded by B. Francis. Vote: 4-0-0 (2011.06)

Fair Market Rents

S. Weinstein moved to accept the 2011 HUD Fair Market Rate Schedule and was seconded by B. Francis. Vote 4-0-0 (2011.07)

Conflict of Interest

The Board reviewed the Summary of the Conflict of Interest Law for Municipal Employees. B. Boggia will submit Board member certifications to the Town Clerk.

Other Business

M. Antes noted that the next Dudley Pond neighborhood meeting is scheduled for 7:00 PM on 2/28/11.

Next Meeting

The next meeting was scheduled for 7:00 PM on 3/17/11 at 106 Main Street.

Adjourn

B. Francis moved to adjourn and was seconded by R. Ashton. Vote: 4-0-0 (2011.08)

M. Antes adjourned the meeting at 9:15 PM.

Attested: _____
Brian E. Boggia, Secretary to the Board