

**WAYLAND HOUSING AUTHORITY**  
**Board of Commissioners Meeting**  
**December 5, 2013**  
**Bent Park Community Room, 12 Bent Avenue, Wayland, MA**

**Regular Meeting Minutes**

Present: Commissioners Present: Mary Antes, Jackie Ducharme, Susan Weinstein  
WHA Staff: Brian Boggia, Lynn Poisson  
Absent: Commissioners Russell Ashton, Kevin Goodwin  
Others Present: None

Chairman M. Antes convened the meeting at 7:03 P.M.

**Public Comment**

There was no public comment.

**Tenant Comment**

There was no tenant comment.

**Minutes**

S. Weinstein moved to approve the meeting minutes of 10/17/13 as amended, was seconded by J. Ducharme, and the motion was approved unanimously. (2013.49)

**Bill Warrant**

S. Weinstein moved to approve the Bill Warrant of October 2013 in the amount of \$38,657.93, J. Ducharme seconded, and the motion was approved unanimously. (2013.50)

**Executive Director's Report**

The Board discussed the vacancy report, utility purchase contract, NAHRO Fall Conference, marketing to senior applicants, Bradford Street access, HUD funding, the Residences at Wayland Center, operating budget comparatives, and translated work order request form.

**Federal Sequestration**

B. Boggia updated the Board on the effects of the federal sequestration on the WHA Section Eight program. He recommended that the WHA should have a contingency plan ready if the sequestration continues through 2014. The Section Eight Administrative Plan will have to be amended and cost saving measures be in place if cuts in the program continue. The WHA has hired a consultant to draft amendments to the Administrative Plan to cover terminations and subsidy standards for review at a February public hearing and WHA Board meeting.

**Utility Allowance Schedule**

B. Boggia presented a draft 2013 WHA utility allowance schedule. The survey compared utility allowances with actual costs incurred by residents. S. Weinstein moved to accept B. Boggia's recommendation to keep the current utility allowance schedule for 2013 with no changes, J. Ducharme seconded, and the motion was approved unanimously. (2013.51)

**Executive Director Performance Management Process**

J. Ducharme moved to table the PMP for the Executive Director until the January meeting, S. Weinstein seconded, and the motion was approved unanimously. (2013.52) The Board would like the activities in the performance plan be more reflective of major projects that the WHA is undertaking.

**Board Goals**

M. Antes and J. Ducharme will form a working group to work on some changes to the affordable accessory apartment by-law.

**Investment Accounts**

S. Weinstein moved that the WHA is a public unit of the Commonwealth of Massachusetts and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investment purchases with local investment funds with the Massachusetts Municipal Depository Trust, J. Ducharme seconded, and the motion was approved unanimously. (2013.53)

#### Habitat Stonebridge Project

M. Antes reported that construction was about to begin on the Habitat project. She reported on the upcoming homebuyer lottery and on future fund raising activities and dates.

#### Other Business

S. Weinstein reported on the River's Edge affordable housing development. At their next meeting, the CPC will be considering a warrant article to fund the installation of a fire sprinkler system at the CVA. M. Antes reported that Rachel Bratt will be discussing the Affordable Housing Trust proposal at the 12/16/13 Board of Selectmen meeting. She will ask the Selectmen to appoint a committee. The WHA Holiday Luncheon was scheduled for 12/19/13.

#### Next Meetings

7:00 PM on January 16, 2014 at Town Building

#### Adjourn

S. Weinstein moved to adjourn, J. Ducharme seconded, and the motion was approved unanimously. (2013.54)

M. Antes adjourned the meeting at 9:20 PM.

Attested: \_\_\_\_\_  
Brian Boggia, Executive Director