

WAYLAND HOUSING AUTHORITY
Board of Commissioners Meeting
January 21, 2016
Wayland Town Building, 41 Cochituate Road, Wayland, MA

Regular Meeting Minutes

Commissioners Present: Mary Antes, Russell Ashton, Jackie Ducharme
Absent: Kevin Goodwin, Susan Weinstein
WHA Staff Present: Brian Boggia and Lynn Poisson
Others Present: Devens Hamlen

Acting Chair R. Ashton called the meeting to order at 7:01 p.m.

Public Comment

There was no public comment.

Tenant Comment

There was no tenant comment.

Minutes

M. Antes moved to table the minutes of 12/17/15, J. Ducharme seconded, and the motion passed unanimously. (2016.01)

Bill Warrant

M. Antes moved to approve the Bill Warrant of December 2015 in the amount of \$67,648.59, J. Ducharme seconded, and the motion passed unanimously. (2016.02)

Executive Director's Report

The Board reviewed the Executive Director's report including the Section 8 Voucher utilization rate and funding, Public Housing unit turnover, Katherine Provost's presentation at the recent Asperger Syndrome and Adult Life Conference, Conflict of Interest certifications, operating budget cost comparatives, tenant account receivables, Meet the Director Meetings, Chinese translators, workers compensation and general liability loss runs, waiting list and tenant statistics, terminations and evictions, and insurance renewal limits.

Fair Market Rents and Payment Standards

M. Antes moved to approve the HUD Fair Market Rents and Payment Standards at 110% of the rates published for 2016, J. Ducharme seconded, and the motion passed unanimously. (2016.03)

Executive Director Performance Management Process

J. Ducharme moved to table the Executive Director Performance Management Process until all of the Commissioners have submitted their response, M. Antes seconded, and the motion passed unanimously. (2016.04)

Smoking Policy

The Board reiterated its previous decision to install a smoking shed in the patio in front of the CVA Main Street entrance to encourage smokers to smoke outside the building.

Covered Bridge

Devens Hamlen met with the Board regarding tenant selection and property management of the 3 affordable units at the Covered Bridge development. The Board reaffirmed that the selection of tenants had to comply with the lottery requirements of the Local Initiative Program. The Board presented three options regarding the property: donate the property to the Town; D. Hamlen to manage the property; or have the WHA manage the property. Mr. Hamlen stated that he wanted the WHA to take over the property management function of the affordable units. The WHA will consider this request and possibly submit a proposal. A site visit was scheduled for March 5.

CVA Fire Suppression System

B. Boggia reported that the construction contracts have been signed for the installation of Phase I. Currently, \$127,325 of the \$500,000 CPC allocation is unobligated. In light of this, the Finance Committee has requested that the WHA reduce its FY 2017 Capital Request by \$88-\$90,000. M. Antes moved to reduce the FY 2017 Capital request for Phase II by \$53,471 to \$475,000, J. Ducharme seconded, and the motion passed unanimously (2016.05).

Chapter 40B Affordable Housing Update

The Board reviewed the Chapter 40B update memo prepared by B. Boggia. There was a discussion about tax abatements for affordable homeowners. M. Antes will edit the Affordable Housing Group 2 report. M. Antes submitted the WHA response to the WRAP Questionnaire. J. Ducharme moved to accept the answers to the WRAP questionnaire as amended, M. Antes seconded and the motion passed unanimously. (2016.06)

Correspondence

The Board reviewed general correspondence.

Other Business

The Habitat homeowner move-in date has been postponed. Board members discussed upcoming NAHRO workshops.

Next Meetings

The next regular Board of Commissioners meeting was scheduled for 7:00 p.m. on February 18, 2016 at the Cochituate Village Apartments.

Adjourn

J. Ducharme moved to adjourn meeting, M. Antes seconded, and the motion was approved unanimously. (2016.07)

R. Ashton adjourned the meeting at 9:37 p.m.

Attested: _____
Brian Boggia, Executive Director