

**WAYLAND HOUSING AUTHORITY**  
**Board of Commissioners Meeting**  
**October 20, 2016**  
**Bent Park Community Building, 12 Bent Avenue, Wayland, MA**

**Regular Meeting Minutes**

Commissioners Present: Mary Antes, Jackie Ducharme, Kevin Goodwin  
Absent: Susan Weinstein, Russell Ashton  
WHA Staff Present: Brian Boggia, Lynn Poisson, Katherine Provost  
WHA Tenant Present: None  
Others Present: Richard Conlon, WHA Fee Accountant

The Chair Goodwin called the meeting to order at 7:38 p.m.

**Public Comment**

There was no public comment.

**Tenant Comment**

There was no Tenant Comment.

**FY 2017 Operating Budget**

R. Conlon reviewed the draft FY 2017 operating budgets for AMP I Public Housing and Section 8 Rental Assistance Program. J. Ducharme moved to approve the FY 17 AMP I Low-Income Public Housing budget with a total operating expenditure amount of \$1,064,912 and the FY 17 Section 8 Housing Choice Voucher Program budget with a total operating expenditure amount of \$71,873 dependent on a full board vote on staff salaries, M. Antes seconded, and the motion passed unanimously. (2016.42)

R. Conlon reviewed the FY 2016 Operating Budget Comparatives with the Board.

**Section 8 Administrative Plan Revisions**

K. Provost presented the draft Section 8 Administrative Plan with revisions that resulted from changes in HUD regulations. M. Antes moved to approve the Section 8 Administrative Plan as revised, J. Ducharme seconded, and the motion passed unanimously. (2016.43) K. Provost also gave an update to the Board on the activities of the FSS program.

**Minutes**

M. Antes moved to accept the Minutes of 9/15/16, J. Ducharme seconded, and the motion passed unanimously. (2016.44)

**Bill Warrant**

M. Antes moved to approve the WHA Bill Warrant for September 2016 in the amount of \$59,281.99, J. Ducharme seconded and the motion passed unanimously. (2016.45)

**Executive Director's Report**

The Board reviewed the Executive Director's report including the status of HUD Capital Fund Program work items and schedule. The Board reviewed the operating budget reports and cost comparatives. R. Conlon updated the board on the WHA's current financial position and operating reserves. The Board noted the attrition rate of smokers in the vacancy ledger. K. Provost updated the Board on the Family Self-Sufficiency program and success rate. B. Boggia stated that the WHA Section 8 Housing Assistance Vouchers utilization rate and funding levels are sufficient to resume the issuance of vouchers to applicants.

**Section 8 Payment Standards**

J. Ducharme moved to accept Wayland Payment Standards for Wayland at 110% of the HUD Fair Market Rent for the Boston-Cambridge-Quincy, MA area.

#### CVA Fire Sprinkler Installation

B. Boggia updated the Board on the construction progress of Phase II of the CVA fire sprinkler installation. Phase II Bids are due on November 9.

#### Chapter 40B Affordable Housing Update

The Board reviewed B. Boggia's Chapter 40B update memo. M. Antes noted that DHCD had approved the Chapter 40B application at the former Mahoney's site. DHCD approved the Town's Housing Production Plan. M. Antes reported on the two proposals for affordable housing development at River's Edge. J. Ducharme moved to draft a letter to the Board of Selectmen and River's Edge Committee recommending a minimum of two units consisting of 3-bedrooms. M. Antes seconded, and the motion passed unanimously. (2016.46)

M. Antes moved to send a letter of thanks to Martin Nichols for his contribution to affordable housing in service to the Wayland Housing Authority and the Wayland Housing Partnership, J. Ducharme seconded, and the motion passed unanimously. (2016.47)

M. Antes moved to recommend that the Board of Selectmen appoint Jennifer Steel as the WHA representative to the Wayland Housing Partnership Committee, J. Ducharme seconded and the motion passed unanimously. (2016.48)

#### Correspondence

The Board reviewed the general correspondence folder.

#### Other Business

It was noted the Wayland ZBA will hold a hearing on the location of the CVA Smoking Shed on 11/17/16.

#### Next Meetings

The next regular Board of Commissioners meeting are scheduled for 7:30 p.m. on 11/17/16 at Wayland Town Building and 12/15/16 at the Cochituate Village Apartments.

#### Adjourn

J. Ducharme moved to adjourn, M. Antes seconded, and the motion was approved unanimously. (2016.49)

#### List of Documents Reviewed at the Meeting:

1. FY 2017 WHA Operating Budget
2. Section 8 Administrative Plan with revisions
3. FY Jennifer Steel Resume-WHP Candidate
4. Annual Report to the Town of Wayland
5. Payment Standards/Fair Market Rents
6. Meeting Packet
7. Minutes
8. Bill Warrant
9. Executive Director's Report
10. Correspondence
11. HUD Memos
12. Housing Newsletters

K. Goodwin adjourned the meeting at 9:40 p.m.

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