

**WAYLAND HOUSING AUTHORITY**  
**Board of Commissioners Meeting**  
**December 15, 2016**  
**Bent Park Community Room, 12 Bent Avenue, Wayland, MA**

**Regular Meeting Minutes**

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

The Chair Goodwin called the meeting to order at 7:35 p.m.

**Public Comment**

There was no public comment.

**Tenant Comment**

There was no Tenant Comment.

**Appointment to Wayland Housing Partnership Committee**

The Board interviewed Jennifer Steel to serve as the WHA Representative to the Wayland Housing Partnership Committee. The Board discussed the Affordable Housing Consultant being considered by the Town. The Board asked Ms. Steel to report back the WHA on a quarterly basis.

**Minutes**

M. Antes moved to accept the Minutes of 11/17/16 as amended, R. Ashton seconded, and the motion passed unanimously. (2016.59)

M. Antes moved to accept the Minutes of 12/8/16 as amended, R. Ashton seconded, and the motion passed unanimously. (2016.60)

**Bill Warrant**

The Board reviewed the Bill Warrant for November 2016. M. Antes moved to approve the Bill Warrant for November 2016 in the amount of \$44,313.24, S. Weinstein seconded, and the motion passed unanimously. (2016.61)

**Executive Director's Report**

The Board reviewed the Executive Director's Report and discussed Phase II of the CVA fire sprinkler installation, power outage at CVA, Smoking Policy compliance, HUD notice that tenant's personal information had been temporarily available on the HUD web site but since corrected, Open Meeting Law resolution, Meet the Director notes, affordable housing at Habitat, staff training, WHA calendar, and monthly budget comparatives.

**CVA Fire Suppression**

B. Boggia updated the Board on the status of the Phase II CVA Fire Sprinkler contract. The Board discussed FinCom Member Carol Martin's e-mail regarding returning unused funds to Wayland Capital Fund. S. Weinstein moved to release \$100,000 in Phase II funds from the amount so generously provided to the WHA, R. Ashton seconded, and the motion passed unanimously. (2016.62)

**Housing Proposal for WHA Scattered Sites**

B. Boggia reported on the progress of adding affordable housing units at 132 and 222 Commonwealth Road. B. Boggia has been working with HUD to approve the proposal. Mike Staiti from the Municipal Housing Trust has been working on preparing a comprehensive permit application. J. Ducharme moved to pursue investigating issues and potential of building additional units on existing WHA public housing properties while retaining ownership of the new units, S. Weinstein seconded, and the motion passed unanimously. (2016.63)

#### Executive Director's Performance Review

S. Weinstein presented the Board annual performance review of the Executive Director. S. Weinstein moved to approve B. Boggia's annual performance review with an overall score of 1.25 (1 highest, 5 lowest) and a 4% pay increase in recognition of the fine job with much thanks, R. Ashton seconded, and the motion passed unanimously. (2016.64)

#### Other Business

There was no other business.

#### General Correspondence

The Board reviewed the General Correspondence folder and discussed the Eagle Scout raised garden bed project at bent park, Code of Conduct renewals, Habitat dedication of Stonebridge Road affordable housing unit, and the WHA Board opening for the 2017 Annual Town Election.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any.

None.

#### Next Meetings

The next regular Board of Commissioners meetings were scheduled for 7:30 p.m. on 1/19/17 at the Wayland Town Building and 2/16/17 at Cochituate Village Apartments.

#### Adjourn

J. Ducharme moved to adjourn, M. Antes seconded, and the motion was approved unanimously. (2016.65)

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

1. Meeting Agenda Packet
2. Jennifer Steel Resume
3. Draft Minutes
4. Bill Warrant
5. Executive Director's Report
6. FinCom Member Carol Martin 12/14/16 e-mail on releasing unused Town Capital Funds
7. M. Staiti 11/30/16 memo to the Municipal Affordable Housing Trust

K. Goodwin adjourned the meeting at 8:52 p.m.

Attested: \_\_\_\_\_

Brian Boggia, Executive Director