

**WAYLAND HOUSING AUTHORITY**  
**Board of Commissioners Meeting**  
**January 18, 2018**  
**Wayland Town Building, 41 Cochituate Road, MA**

**Regular Meeting Minutes**

Commissioners Present: Miriam Andrews, Mary Antes, Russell Ashton, Susan Weinstein

Absent: Kevin Goodwin

WHA Staff Present: Brian Boggia, Lynn. Poisson, Katherine Provost

Others Present: None

- 1 Call to order Regular Meeting by Chair  
The Chair S. Weinstein called the regular meeting to order at 7:31 P.M. The agenda was reviewed.
- 2 Public Comment  
There was no Public Comment
- 3 Tenant Comment  
There was no Tenant Comment
- 4 Minutes  
M. Antes moved to approve the minutes of 12/14/17 as amended, M. Andrews seconded, and the motion passed unanimously. (2018.01)
- 5 Bill Warrant  
R. Ashton moved to approve the Bill Warrant for December 2017 in the amount of \$54,798.03, M. Antes seconded, and the motion passed unanimously. (2018.02)
- 6 Debit/Credit Card Warrant  
R. Ashton moved to table the Credit Card Warrant for December 2017, M. Antes seconded, and the motion passed unanimously. (2018.03)
- 7 Executive Director's Report  
B. Boggia gave an overview of the Executive Director's report. The Board reviewed the budget comparatives, tenant account receivables, maintenance work orders, vacancy ledger, evictions and terminations, Section 8 utilization, WHAI financials, waiting list applicant report and WHA tenant statistical summary report, and the FSS program.
- 8 Executive Director Evaluation  
S. Weinstein presented the summary of the Performance Evaluation to B. Boggia. S. Weinstein moved to approve a 2% increase in Brian Boggia's annual salary for 2018, M. Antes seconded, and the motion passed unanimously. (2018.04)
- 9 Management Plan Update  
M. Andrews moved to approve the Capitalization Policy as prepared by WHA Fee Accountant Richard Conlon, M. Antes seconded, and the motion passed unanimously. (2018.05)  
R. Ashton moved to approve the Cash Management and Investment Policies and Procedures (HUD PIH 96-33), M. Andrews seconded, and the motion passed unanimously. (2018.06)
- 10 Capital Fund Program Improvements  
M. Antes moved to accept B. Boggia's recommendation that the Capital Improvement Programs be used to repaint the hallways at Bent Park and CVA and to replace the hallway carpeting at the CVA in accordance with the WHA Five-Year Plan, M. Andrews seconded, and the motion passed unanimously. (2018.07)
- 11 Fire Emergency Guide  
S. Weinstein will edit the draft Emergency Evacuation Guide.

- 12 Commercial Liability and Property Insurance  
The Board reviewed the WHA Insurance Register. The Board would like to maintain employment practices insurance.
  - 13 Scheduled Inspection Cancellation Tenant Fees  
B. Boggia asked the Board to table this agenda item pending further research. R. Ashton moved to table the Scheduled Inspection Cancellation Tenant Fees, M. Antes seconded, and the motion passed unanimously. (2018.08)
  - 14 Chapter 40B Affordable Housing Update  
B. Boggia updated the Board on the Chapter 40B Monitoring Services Proposal for the Town and updated the Board on the status of the 2017 homeowner self-certification.
  - 15 WHA Appoint to Wayland Housing Partnership Committee  
M. Antes moved to recommend K. Provost as the WHA representative to the Board of Selectmen as the Wayland Housing Partnership Committee, M. Andrews seconded, and the motion passed unanimously. (2018.09)
  - 16 General Correspondence  
The Board reviewed correspondence related to the DHCD Tenant Commissioner requirements.
  - 17 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any  
None
  - 18 Next Meeting  
The next meeting is scheduled for 7:30 PM on February 15, 2018 at the Cochituate Village Apartments.
  - 19 Adjourn  
R. Ashton moved to adjourn, M. Andrews seconded, and the motion passed unanimously. (2018.10)
- S. Weinstein adjourned the meeting at 9:01 PM.