

1. Meeting Materials

Documents:

[JUNE_2020.MINUTES.DOC](#)
[MEETING_NOTICE_JUNE_29_2020.PDF](#)



**WINTHROP HOUSING AUTHORITY
9 GOLDEN DRIVE
WINTHROP, MASSACHUSETTS 02152
TEL. (617) 846-7100
FAX. (617) 846-7581**



Meeting Date: June 29, 2020

Remote ZOOM Meeting

CALL TO ORDER AT 7:00 PM by Chairman Richard Honan

ROLL CALL:

Present: Frank R. Ferrara, Fred Silck, Peter T Gill, Richard Honan

Absent: Peter A. Caggiano

Also present was Peg Tiernan Lyons, Executive Director and ex-officio Secretary. After Roll Call, a quorum was present and the Meeting was called to order by Chairman Richard Honan

Public Comment: None

DIRECTORS REPORT:

Financials:

The Disbursement record for the period May 1 through May 31, 2020 including bills totaling \$131,620.47 were presented and reviewed by all members. After discussion, a motion was made by Mr. Frank Ferrara and seconded by Peter Gill to accept the bills as presented. All in favor.

The Disbursement record for the period June 1 through June 26, 2020 including bills totaling \$235,945.06 were presented and reviewed by all members. After discussion, a motion was made by Mr. Peter Gill and seconded by Frank Ferrara to accept the bills as presented. All in favor. The list of cash disbursements was reviewed and signed by three Board Members

Director Lyons presented a list of inactive accounts, where tenants' have moved from housing due to death, eviction or otherwise. The accounts are inactive, uncollectable and requests Board consider charging-off outstanding balance/credit.

RESOLUTION to charge off outstanding balances effective June 20, 2020: Now therefore be it hereby resolved by the Members of the Winthrop Housing Authority as Follows: Member Peter T Gill motions that outstanding receivables totaling \$24,932.43 shall be charged off effective June 30, 2020. Discussion. Seconded by Fred Silck III. All in Favor, Chairman Richard Honan thereupon declared motion carried and said resolution adopted.

	TENANT	ADDRESS	AMOUNT	VACATE	REASON
				DATE	
667-1	*****	B-10 Viking Gardens	-2.00	2/28/20	Moved
667-1	*****	B-9 Viking Gardens	440.00	11/27/19	Moved
667-2	*****	7-6 Golden Drive	1376.00	12/31/19	Passed away
667-2	*****	24-5 Golden Drive	154.00	11/27/19	Moved/facility
667-2	*****	1-6 Golden Drive	342.00	10/31/19	Passed away
667-2	*****	4-1 Golden Drive	-5.00	10/31/18	Moved/facility
667-2	*****	21-4 Golden Drive	160.00	6/8/18	Passed away
667-2	*****	10-2 Golden Drive	371.00	1/15/20	Passed away
667-2	*****	10-1 Golden Drive	686.00	1/10/20	Moved/facility
667-2	*****	18-5 Golden Drive	507.00	3/31/20	Passed away
667-2	*****	15-4 Golden Drive	8.00	1/31/20	Passed away
667-2	*****	1-6 Golden Drive	388.00	1/15/20	Moved/facility
667.2	*****	18-7 Golden Drive	171.50	1/17/20	Moved
667-2	*****	1-4 Golden Drive	-77.00	1/31/20	Moved/facility
667.3	*****	12-B Overlook Drive	662.00	12/31/19	Moved
667.3	*****	52-C Overlook Drive	299.00	7/22/19	Moved/facility
667.4	*****	418 Kennedy Drive	1445.00	6/15/20	Passed away
667-4	*****	226 Kennedy Drive	982.00	8/12/19	Passed away
667-4	*****	418 Kennedy Drive	-430.00	6/6/18	Passed away
200-1	*****	27 Sunset Road	1703.00	4/15/20	Transferred 667-3
200-1	*****	45 Douglas St.	2597.93	11/14/19	Evicted
200-1	*****	9 Russell St.	1686.00	1/21/20	Moved
200-1	*****	24 Russell St.	6028.00	11/27/19	Evicted
200-1	*****	27 Douglas St.	5440.00	11/15/19	Evicted
Total:			24,932.43		

Project Status:

FISH 346102 667-2, 3 Community Bldg Elevator

Project has been in construction these last couple of months. Requisition for Payment #2 \$164,764.67 signed off by Engineers and State Construction Advisor. WHA had elevator emergency phone line installed by Comcast. We are advised by Contractor that they will be applying for State inspection within a few weeks.

FISH Project 346104 Golden Drive Rubber Roof.

Documents to close out the project have been sent to DHCD

FISH Project 346111 667-1 Storm Doors

There had been unavoidable delay in finalizing this project due to COVID. Contractor MJS has returned to site and completed punch list items. We are waiting for Final Application for Payment

forms from the Architect J12 Architects, and we will close out the project. WHA Board had Voted at April meeting to authorize Director to sign close out documents. Requested a new Board Vote

Motion by Frank Ferrara to accept Architect studio J2 architects recommendation to WHA to close the Project upon receipt of Certificate of Final Completion and Final Application for payment. WHA shall accept and Director Lyons is authorized to execute Documents including Certificate of Final Completion and all close out documents as needed. Seconded by Frank Ferrara. Unanimously approved, Chairman Honan declares motion passes

Fence Project 346114 was authorized by Board vote. All parties, including DHCD has signed the contracts and bonds are in place. Pre-construction meeting held via Zoom this morning June 29, 2020. WHA sent Notice to Proceed; contractor will be on-site in the morning.

ModCon Service Company had the Contract for Annual Boiler Maintenance, 200-1, 705-1 Family Housing units. COVID prevented work from being completed. Director Lyons extended time for completion, and work is now underway.

Discussion of FY 2019 AUP findings. Auditor, Thomas Flaherty, found that WHA Personnel Policy is not consistent with DHCD Personnel Policy as identified in DHCD Public Housing Notice 2017-14, regarding cap on payout to retiring or deceased employee. Board must consider amendment to Policy.

Also noted in FY 19 AUP findings, the 2019 Top 5 Compensation Form, totals for two laborers did not match Tax Form 941 exactly, off by \$33.00 each. Director has corrected the form and requests Board review and acknowledge. These items were presented to Board and discussed previously.

Motion by Peter T Gill acknowledging and accepting the edits to FY Top 5 Compensation Form. Discussion. Seconded by Frank Ferrara. All in Favor. Chairman Honan declares motion passes.

Director Lyons recommends that existing WHA Personnel Policy Section E 7 that currently reads:

“7. Upon retirement or death, accrued sick leave will be bought back at a rate of 20 percent.” **BE AMENDED TO READ**

“7. Upon retirement or death, accrued unused sick leave will be bought back at a rate of 20 percent. There shall be a cap for payout on accrued unused sick leave not to exceed 200 days.”

Motion by Board Member Peter T Gill to Amend Personnel Policy to include cap of 200 Days on payout of unused sick days, per Director’s recommended language. Discussion. Seconded by Frank Ferrara. Vote Unanimous in Favor. Chairman Honan declares motion passes and Policy so amended.

FY 2019 AUP audit: Top 5 Compensation Form was off by a few dollars on 2 Laborers’ salary, due to prevailing wage rate change effective April 1, 2019. DHCD is requesting an amended form; I have attached the correction. Board members acknowledge being notified and agree to said changes.

There being no further business, motion to adjourn was made by Frank Ferrara and seconded by Peter Gill at 7:35 PM. All in Favor

There being no further business, motion to adjourn was made by Mr. Silck and seconded by Mr. Gill at 7:45 PM. All in Favor



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BOARD:

FRANK R. FERRARA
PETER T. GILL
RICHARD D. HONAN, Chairman
PETER A. CAGGIANO
FREDERICK J. SILCK, III

June 24, 2020

NOTICE OF MEETING

Notice is hereby given in accordance with M.G.L. Chapter 30A, Sections 18-25, as amended due to COVID-19 State of Emergency, that the Regular Meeting of the Winthrop Housing Authority will be held:

Location: Winthrop Housing Authority, REMOTE
9 Golden Drive, Winthrop, MA

Date & Time: **7:00 PM, Monday, June 29, 2020**

ZOOM Meeting ID: 851 859 7324 Password: covid19

AGENDA

CALL TO ORDER

ROLL CALL:

PUBLIC COMMENT

DIRECTORS REPORT:

- * Fence Project 346114 Contracts Signed
- * LHA's Best Practices, vacation buy-back from Compensated Absence Implemented
- * FY 2020 Charge-offs
- * Personnel Policy and Recommended Amendment to comply with DHCD standards, AUP Finding
Pay out of 20% of Sick Time Value at Retirement needs to be capped at 200 days

COVID-19 Response Activity

OLD BUSINESS

ADJOURNMENT