



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



Meeting Date: August 24, 2020

Remote ZOOM Meeting per Posted Agenda and Notice (attached)

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

ROLL CALL:

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

Public Comment: None

DIRECTORS REPORT:

Financials: Discussion on obtaining electronic Signatures for decisions made at Remote Meetings.

The Disbursement record for the period July 28, 2020 through August 20, 2020 including bills totaling \$289,105.84 were presented and reviewed by all members. After discussion, a motion was made by Mr. Frank Ferrara and seconded by Fred Silck to accept the bills as presented. All in favor.

Fiscal Year End Closing documents were presented by Director Lyons, reviewed by Members.

Director Lyons presented Certification from Preparer (Gordon Griffin LLC Certified Public Accountants) and Executive Director's statement that the facts and information in Financial Statements are correct, complete. Specifically:

4th quarter, Year End Operating Statement

Top 5 Highest Paid Employees Certification Form

Lead Paint Compliance forms Certifications.

Certification of Year End Financial Statement and Tenant Account Receivables Data

Discussion.

By Roll Call, each member does certify under pains and penalties of perjury that facts presented in financial statements and TAR Accounts Receivable date is true and accurate to the best of their knowledge, and have so authorized by electronic signatures, agreeing to CERTIFY TO BOTH:

Mrs. Lyons called for members to vote:

Peter Gill Aye
Fred Silck Aye
Frank Ferrara Aye
Richard Honan Aye
Peter Caggiano Aye

Project Status:

FISH 346102 667-2, 3 Community Bldg Elevator

Elevator Project; work is completed and we're in process of Closing Out final documentation.

FISH 346114 Fence Project

Materials had been on Back Order, anticipate deliveries end of week. Work will commence

Primary Elections: WHA will have building at 9 Golden Drive, Site for Precinct 4 Elections, cleaned and sanitized in time for Primary election. Town shall set up "booths" in consideration of COVID-required distancing. WHA has signage regarding mandatory masks and 6' distancing throughout the building. Town is responsible for electrostatic cleaning once polls close and last worker has exited.

FISH 346110 Morton Street Project out to bid, scheduled opening on September 2, 2020 at 2:00 PM. Once references checked, will need Special Meeting for Board vote.

Discussion of COVID activity and Code red status of covid cases in town. Chairman Honan opined it would be unwise to open Community building to public too soon. Discussion. All Members agreed to keep 9 Golden Drive Office closed, for the health and safety of all concerned, until further notice.

Executive Session:

Motion by Peter T Gill to enter into Executive Session for the purpose of discussing possible litigation Seconded by Fred Silck. By Roll Call Vote:

Peter Gill Aye
Fred Silck Aye
Frank Ferrara Aye
Peter Caggiano Aye
Richard Honan Aye

Chairman Honan declares majority assents. Meeting will convene in Open Session at conclusion of Executive Session for the purpose of adjourning meeting.

Meeting reopens at 7:35 PM. Mrs. Lyons confirmed the next Regular meeting shall be Monday September 28, 2020 7:00 PM

There being no further business, motion to adjourn was made by Mr. Ferrara 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

August 19, 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, August 24, 2020

ZOOM Meeting ID: 851 859 7324 Password: covid19

AGENDA

CALL TO ORDER

ROLL CALL:

PUBLIC COMMENT

DIRECTORS REPORT:

- * FY 2020 Year End Financials,
- * Operating Reports as compiled by Accountants Gordon/Griffin, LLC,
- * Certifications of Compliance Notification Procedures for Lead Paint Laws
- * Certification of Top 5 Compensation Form
- * Certification of Year End Financial Statements and Tenant Accounts Receivable Data

COVID-19 Response Activity

OLD BUSINESS

- * Status of Projects

NEW BUSINESS

ADJOURNMENT