



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



Meeting Date: **November 23, 2020**

Remote GoTo Meeting per Notice Coordinates (attached)

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

**ROLL CALL:**

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

Minutes of the Special meeting of October 20, 2020 were reviewed. Discussion. Motion to accept minutes was made by Mr. Peter Gill. Motion was seconded by Mr. Fred Silck. Members voted; all in favor, so moved.

The Disbursement record for the period October 20, 2020 through November 20, 2020 including bills totaling \$207,076.39 were presented and reviewed by all members. After discussion, a motion was made by Peter Gill and seconded by Frank Ferrara to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

**Directors Report:**

Mrs. Lyons advised members that WHA WebPage has been updated on Town Site, including FY2020 Annual Report and Project Advertisements

**Project Status:**

**FISH 346114 Fence Project**

Director requests authorization from Board to Accept Certificate of Final Completion, upon submittal by Contractor and inspected and recommended by Architect Andrew Ferentinos. Discussion. MOTION by Frederick Silck to authorize Margaret Lyons to execute CFC and all forms required to close out project. Seconded by Frank Ferrara. All in favor, so moved.

**FISH 346110 Morton Street 2<sup>nd</sup> Floor Bath and Kitchen**

Contractor A&R Construction submitted material choices to Architect Guertin. Cabinets were back-ordered to delay work – now to commence December 7<sup>th</sup>. All work will be conducted in accordance with Center for Disease Control and Prevention and State COVID-19 guidelines and recommendations. This includes a port-a potty for contractors (at their expense).

NEW Project out to bid this week:

FISH 346113 Golden Drive Asphalt Roofs

Base Bid: \$376,400, Alternates \$134,400 – total \$510,000

Ad is running in Winthrop Sun Transcript for two weeks, commencing this week, Revere Journal and bidding via Projectdog.com

Advertisement and bid information available on WHA webpage, CommBUYS, [www.ProjectDog.com](http://www.ProjectDog.com), Project Code 840696

Mrs. Lyons submitted authorized budget to DHCD, with Certifications

**New Business**

WHA had our PMR Audit meeting with DHCD on October 29, 2020. The Report has been published on our website page.

Discussion of MassNAHRO CHAMP Application MCAT; Board members prefers to keep this function local and support Mrs. Lyons' response to MassNAHRO.

Winthrop Conservation Commission sent us Notice of Woodside Ace Hardware's application to demolish existing accessory buildings, and construct new greenhouse and 2 story storage shed. Our neighboring property are townhouses at Pleasant and Main. Discussion,

Gordon Griffin LLC has submitted Engagement letter for Fee Accounting Services; Director Lyons requesting authorization, with her recommendation. Motion by Fred Silck authorizing approval, seconded by Peter Gill. Unanimous approval.

|                |     |     |
|----------------|-----|-----|
| Richard Honan  | Aye | Nay |
| Peter Gill     | Aye | Nay |
| Fred Silck     | Aye | Nay |
| Frank Ferrara  | Aye | Nay |
| Peter Caggiano | Aye | Nay |

AUP Audit information requested by Tom Flaherty. Will have to be completed remotely due to COVID. Director Lyons attended Training with CyberSense on DHCD on-line storage site for back up documents. Lots of scanning in our future, but we will get it done.

Annual Inspections are being conducted remotely via telephone and during requested work order response, due to high risk COVID status in Winthrop. Maintenance completed 667-1 Viking Gardens for purpose of installing batteries in Smoke Detectors. Mailed Annual certifications out to 667 tenants, with a questionnaire requesting status of units. 75 Family housing unit hard wire and basement battery inspection conducted In July during Boiler tune up. We are making phone calls to tenants, responding to all urgent and emergency work orders.

Property Insurance Rates increased from \$126/door to \$170/door this year (\$72,930) an increase of \$18,876. It will be hard to absorb in this year's budget. AUTHORIZATION from Board to pay upon receipt was requested by Lyons. Frank Ferrara authorizes payment upon receipt of invoice. Seconded by Fred Silck. All in favor.

Discussion of Status of Arrearage, Eviction Moratorium and Protocols; DHCD Published PH Notice Sample Arrearage Agreement.

New Annual Plan will be composed after New Year. Training on another new DHCD program for CIMS, project planning and directions to satisfy legislative reform. There must be a mandatory public meeting in March for public, Board Members for feedback. Mrs. Lyons gave Members copy of Power point presentation from a MassNAHRO training.

There being no further business, motion to adjourn was made by Fred Silck seconded by Peter Gill at 8:10 PM. All in Favor