



**WINTHROP HOUSING AUTHORITY
9 GOLDEN DRIVE
WINTHROP, MASSACHUSETTS 02152
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Special Board Meeting

Meeting Date: **AUGUST 25, 2021**

Remote Zoom Meeting per Notice Coordinates (attached)

CALL TO ORDER AT 7:00 PM by Peter Caggiano

ROLL CALL:

Present: Richard D Honan, Peter T Gill, Peter A. Caggiano,

Absent: Frank R. Ferrara, Fred Silck

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 Mr. Caggiano

Public Comment:

James Griffin, from Gordon Griffin LLC was present to answer any questions regarding FY 2021 Year End financials.

Motion by Peter Gill to discuss Year end financials, with our accountant present, out of sequence to accommodate schedules. Seconded by Richard Honan. By unanimous consent, Fiscal Year 2021 End Closing documents were presented by Director Lyons, reviewed by Members.

Accountant James Griffin from Accounting Firm Gordon Griffin was present to answer any questions we may have relative to FY 2021

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, including Top Five highest salary certifications, Lead Paint Compliance, 4th Quarter Year End Statements and TAR Accounts Receivable date is true and accurate to the best of their knowledge, and have so authorized by signatures, agreeing to CERTIFY TO BOTH:

Mrs. Lyons called for members to vote:

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

Documents were signed by all members present; signatures of absent members would be obtained before submitting to DHCD.

Minutes of the Regular meeting of August 2, 2021 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan . Motion was seconded by Peter Gill. Members voted; all in favor, Chairman declared motion passes so moved.

The Disbursement record for the period July 31, 2021 through August 24, 2021 including bills totaling **\$164,404.34** were presented and reviewed by all members. After discussion, a motion was made by Peter Gill and seconded by Richard Honan to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

OLD BUSINESS:

Review of COVID-19 Emergency status. SEE DHCD Public Housing Notice 2021-18 “Continued COVID Vigilance in presence of Variants...”

Director Lyons informed Members that WHA Gardens Tenants Association Advertised and held a Public Tenants Meeting On Friday August 13, 2021. Two Tenants, both in good standing accepted nominations to be appointed to WHA Board of Directors upon Vacancy, pursuant to MGL 121 B § 5A and 760 CMR 6.09

NEW BUSINESS:

Lightning Strike Insurance Claim: Submitted claim totals \$37,465.00

State SHERA Rent Relief Program. Director Lyons has submitted SHERA applications on behalf of Tenants that have not paid timely rent, who have certified the reason is COVID. To Date, \$13,387 has been approved; \$11,867 is Pending

We have accepted an invitation to participate in a Study through DHCD on impact of Flooding, rising sea levels on public housing in Coastal Community. Will advice as new information becomes available,

Motion by Peter Gill authorizing a revision of FY 2022 CIP, adding \$15,000 in State Sustainability funding for Flood project. Seconded by Richard Honan All in Favor, so moved

Retired staff B Marino has been contracted to work in office as needed. New office staff member was welcomed today, her first day on the job. Posting for Assistant Executive Director is still open

NEW BUSINESS:

New Projects for FY 2022:

\$80,235 – Replace Concrete roofing 9 Golden Drive, waterproof building Work Order 3/5/2022
\$197,000 Overlook Drive Rear Egress

CHAMP Training Required: Lisa Sarro and Peg Attended Revision to PMR Training, incorporating new CHAMP waitlist requirements

All LHA's must review and update its Policy on Reasonable Accommodation. Sent TEMPLATE for your review. Will have a recommended version for adoption; please submit comments and edits.

PMR Audit Memo:
Verify Board member email

East Boston Savings Bank has been purchased by Rockland Trust; discussion regarding FDIC and loss of DIC insurance. Discussion of future banking needs.

Director Lyons expressed need to go into Executive Session to discuss Litigation. Members will return to adjourn public session of meeting.

Motion by Peter Gill to go into Executive Session to discuss legal matter.
By Roll Call:

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

Return from Executive Session to Adjourn

There being no further business, motion to adjourn was made by Richard Honan seconded by Peter Gill at 8:30 PM