



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



Regular Board Meeting

Meeting Date: **September 27, 2021**

Remote Zoom Meeting per Notice Coordinates (attached)

CALL TO ORDER AT 7:00 PM by Peter A. Caggiano

ROLL CALL:

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

Absent: Frank R. Ferrara

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: Mary Lou Heighton, Viking Gardens tenant and President of LTO WHA Gardens' Tenant Association was present. Also John Morgan, Golden Drive tenant. Mr. Morgan asked about Translation Services for Code Red Emergency calls from the Town. Although not under WHA jurisdiction, he has a friend that doesn't understand English yet.

Minutes of the Regular meeting of August 25, 2021 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan. Motion was seconded by Fred Silck. 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 **\$466,756.48** (Big expenses include annual Retirement paid too Town \$225,844, \$88,000 Water bills, \$40k electricity, and appliances for back-up) and were presented and reviewed by all members. After discussion, a motion was made by Peter T Gill and seconded by Fred Silck to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

OLD BUSINESS:

Director Lyons reported that 11 Units turned over since end of July 2021; two additional vacancies will be filled within week.

We have completed many Rent reviews from tenants no longer collecting unemployment, adjusting rents per State calculations.

Discussion of 9 Golden Drive Public Access Road raised again at Town Council under Old Business. Peter Gill was present at Planning Board meeting; a letter from a citizen was presented under

correspondence to Town Officials that contained false information about the WHA. Reassurances made that Golden Drive in Elderly and disable resident development would not be used as access road – extremely unsafe and WHA property is already in State-owned Public use.

NEW BUSINESS:

State SHERA Rent Relief Program is being utilized to help tenants get caught up on rent arrearage. The Director has submitted SHERA applications on behalf of Tenants that have not paid timely rent, who have certified the reason is COVID.

WHA has been accepted in State-wide Study through DHCD on impact of Flooding and rising sea levels on public housing. Director Lyons wrote the grant for new project called SUST-R: SHMCAP Flood Elevation Survey and awarded \$15,000 in SUST funding for this project

Policies:

Garden Policy –

Motion by Richard Honan that the Board of Directors of Winthrop Housing Authority does hereby adopt the following Garden Policy on WHA property in order to minimize tripping hazard, reduce obstructions and maintain clean well-kept grounds: Discussion Seconded by Fred Silk. By unanimous Vote, Chairman Caggiano declares motion carries.

Winthrop Housing Authority Garden Policy

In an effort to maintain a clean, well-kept appearance, and to minimize tripping hazards and obstructions to balconies, yard and lawn care, the Winthrop Housing Authority adopts the following rules regarding gardens.

- There will be no fences or borders allowed at any time.
- Gardens shall not exceed an area of 4 feet x 6 feet.
- Container gardens will be located so that they do not encroach on neighbor's yards, nor shall they partially or entirely block a path, stairs, or walkway.
- Only generally accepted flower pot containers may be used. All other containers are prohibited. Specifically prohibited are Styrofoam containers, tubs and buckets.
- Balconies and patios are common areas, and a means of egress should a fire occur. All areas of the balcony or patio must be clear and accessible at all times.
- Birdfeeders and feeding of birds or other critters is strictly prohibited in our effort to minimize attraction to critters requiring Extermination services.

DHCD requires that Members review and update its Policy on Reasonable Accommodation. The Template was submitted to Members for review. The Director will present a recommended version for adoption and requested submission comments and edits.

Discussion of whether WHA shall accept or adopt State mandate on requiring vaccinations for COVID-19 for all employees, using the language taken from State site:

Executive Order #595 requires Executive Department employees to have received COVID-19 vaccination or to have been approved for exemption as a condition of employment...

Motion by Richard D. Honan that all WHA employees be required to obtain full vaccination against COVID -19 Discussion Seconded by Fred Silck. By a Vote of 4-0 with one absence, Motion carries.

DHCD conducted their annual Performance of Management Review (PMR) Audit for FY 2021. Mrs. Lyons was please to submit we have NO FINDINGS in all categories examined FY 2021 Desk Audit as she made a presentation of DHCD Report. Of importance – in addition to fully complying with State mandates on application of LHA best practices, policies and regulations, WHA staff worked as essential workers throughout the pandemic. Extraordinary efforts were made by many staff and all should be commended.

Budget Guidelines for FY 2022 have been released by DHCD. They include a 4% increase in ANUEL. Mrs. Lyons is working with the Accountants from Gordon Griffin LLC, and will present a Budget Request at the next meeting.

In addition to the ANUEL increase, these budget guidelines include policy initiatives and adjustments for FY22: \$45/unit directed budgeted exemption for the purchase and installation of stove-top fire stoppers; continued \$75 directed budget exemption for each unit with a heat pump to support maintenance of Air Source Heat Pumps.

New Assistant Director starts next Monday. Inspections and Rent Reviews

There being no further business, motion to adjourn was made by Mr. Honan seconded by Mr. Silck at 8:40 PM