



**WINTHROP HOUSING AUTHORITY
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MINUTES Regular Board Meeting

Meeting Date: **October 25, 2021**

Remote Zoom Meeting per Notice Coordinates (attached)

CALL TO ORDER AT 7:00 PM by Vice Chairman Frederick Sick

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 and James Griffin, Gordon Griffin LLC. . After Roll Call, a quorum was present and the Meeting was called to order by Mr. Silck

Motion by Richard Honan to suspend Order of Meeting to Accommodate Accountant James Griffin to discuss FY 2022 Budget proposal. Seconded by Peter T Gill

Budget Guidelines for FY 2022 released by DHCD were distributed to Board Members previously. They include a 4% increase in ANUE, as well as several Direct Cost Exemptions. .

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.

Discussion of budget proposal.

Motion: Richard Honan moved that the proposed Operating Budget for State-Aided Housing of the Winthrop Housing Authority (Chapter 200 / 667 / 705), **Program Number 400-1** for fiscal year ending 6/30/2022 showing total revenue of **\$ 2,789,688** (Acct. No. 3000) and Total Expenses of **\$ 2,838,414** (Acct. No. 4000) thereby requesting a subsidy of **\$ 67,673** (Acct. No. 3801), and further that the Executive Director's total annual salary of \$ 96,597 for fiscal year ending [June 30, 2022 be submitted to the Department of Housing and Community Development for its review and approval. Peter T. Gill Seconded the motion which, upon roll-call, was passed by a vote of Four 4 "For" Vote Total to Zero 0 "Against" Vote Total, with one absence.

Motion: Peter T Gill moved that the proposed Operating Budget for State-Aided Housing of the Winthrop Housing Authority (Chapter 689), **Program Number 689-1** for fiscal year ending 6/30/2022 showing total revenue of \$ **33,481** (Acct. No. 3000) and Total Expenses of \$ **33,356** (Acct. No. 4000) thereby requesting a subsidy of \$ -0- (Acct. No. 3801), and further that the Executive Director's total annual salary of \$ 96,597 for fiscal year ending [June 30, 2022 be submitted to the Department of Housing and Community Development for its review and approval. Richard D. Honan who Seconded the motion which, upon roll-call, was passed by a vote of Four 4 "For" Vote Total to Zero 0 "Against" Vote Total.

Public Comment: MaryLou Heighton, tenant at Viking Gardens and President of WHA Gardens Tenants Association stated the raccoons are getting into dumpsters at Viking Gardens. Some lids don't close all the way due to volume of trash and expressed concern.

Minutes of the Regular meeting of September 25, 2021 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan. Motion was seconded by Frederick Silck. Members voted 4-1 in favor (1 absence). Chairman Caggiano motion passes so moved.

The Disbursement record for the period August 24, 2021 through September 25, 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 Richard Honan and seconded by Frederick Silck to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

OLD BUSINESS:

Security of WHA Buildings. Evidence of Homeless found in WHA 667-2 closet. WPD responded, identity of person(s); Locks fortified. Discussion of Building Code, Exterior Locks and Intercoms/doorbells making price prohibitive.

Service work will be conducted on phone system at 9 Golden Drive on Tuesday – Avaya rep. Upgrade of existing more cost effective than replacement/upgrade may be needed.

Discussion on possible Covid 19 Booster Clinic

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.

DHCD published Public Housing Notice that expands on **PHN 2011-13** and provides LHAs with the Reasonable Accommodation Template that was promised in **PHN 2021-14**. They remind us that LHA's are prohibited from discriminating against persons with disabilities and have affirmative obligations to provide equal opportunities for persons with disabilities in LHA housing and other programs, services, and activities. Director Lyons expressed WHA is pro-active and accommodating to all persons, especially those that may fall under this category.

DHCD's template Reasonable Accommodation Policy and Procedures that shall be used in drafting and adopting a new reasonable accommodation Policy was distributed.

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.

AUP Auditor Thomas Flaherty has notified WHA that he is available to conduct AUP Audit in November. The Auditor shall be at WHA November 18th through November 23rd.

WHA's Lisa Sarro and Peg Lyons attended NSHEDA Luncheon, including the presentation by Attorney Nanette Donovan on Reasonable Accommodations. Case Law. Service animals' vs Support animals.

WHA tenant and WWII veteran Richard Minichiello turning 100 Years on October 31st

There being no further business, motion to adjourn was made by Fred Silck seconded by Peter Gill at 8:00 PM