

WINTHROP HOUSING AUTHORITY

9 GOLDEN DRIVE

WINTHROP, MASSACHUSETTS 02152

TEL. (617) 846-7100

FAX. (617) 846-7581

WHA BOARD:

FRANK R. FERRARA

RICHARD D. HONAN

PETER T. GILL

PETER A. CAGGIANO

FREDERICK SILCK III

MARGARET TIERNAN LYONS, Executive Director

Regular Board Meeting

Meeting Date: **December 21, 2021**

Remote Zoom Meeting per Notice Coordinates (attached)

CALL TO ORDER AT 6:45 PM by Chairman Peter Caggiano

ROLL CALL:

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

Absent: None

Also present was Peg Tiernan Lyons, Executive Director. After Roll Call, a quorum was present and the Meeting was called to order by Mr. Caggiano.

Minutes of the Regular meeting of November 22, 2021 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan. Motion was seconded by Frederick Silck III. Members voted 5-0 in favor. Chairman declares motion passes

The Disbursement record for the period November 22, 2021 through December 20, 2021 including bills totaling **\$ 248,809.60** and were presented and reviewed by all members. After discussion, a motion was made by Frederick Silck and seconded by Frank Ferrara to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

OLD BUSINESS:

WHA Board Members met at Town Hall in Joint Session earlier in the day in Public Session with Winthrop Town Council to appoint State WHA Tenant Board Member. LTO WHA Gardens Tenants Association had nominated two tenants, William John Morgan and LTO President Marylou Heighton. Mrs. Heighton was appointed by majority vote, and will be sworn in on January 5, 2022.

NEW BUSINESS:

Covid-19 Home Test Kits were delivered to WHA Office. Meredith Hurley, Director BOH prioritized our vulnerable population. 670 kits (each containing 2 test kits) were delivered by Former Fire Chief

Paul Flanagan. WHA staff has been distributing kits to All WHA Tenants, by Development until kits run out.

DHCD FISH Project 346112 Road Repair

Mrs. Lyons reported that Civil Engineers Christopher Thomas of BSC Group met with WHA on-site to review priorities within the scope of work as stated in the work order. Prioritized by budget, the roadway was their highest priority for repairs. Roadway curb and curb ramps off of the roadway and parking areas are secondary priority. BSC discussed that the roadway repairs at Golden Drive entrance, near the Community building, and between buildings 16 to 22 would require the entire construction budget of \$61,955 dollars.

Any repairs to the parking areas, curbing and accessible curb cuts would become an alternate.

During kick-off meeting with DHCD Project Manager, the PM agreed that consideration should be extended to evaluate the entire site. As original plans/prints had not been archived– it was agreed we increase design fees to properly evaluating the condition, prioritizing and provide a cost for ADA ramps and sidewalk repairs. BSC will provide a fee amendment cost for this additional scope as part of the schematic design phase of the project.

DHCD discussed that they would look into additional funding for this project once all hazards on-site are evaluated and prioritized. BSC Group was tasked to complete an Entire Site Survey, including walkways, curbs roadways to identify any trip hazards. Designer cost was increased to **\$26,415.**

Motion by Fred Silck to give Director Lyons authority to increase Scope of Work, and Designer fees to accommodate DHCD's Concern. Additional Funding may be available with Next Month's Capital Improvement Plan, to be submitted. Discussion. Seconded by Mr. Honan. All in Favor

Election of Officers:

Motion by Richard D Honan, nominating the new slate of WHA Officers, to be effective January 2022. Seconded by Fred Silck. Unanimously approved as follows:

Chairman	Peter T. Gill
Vice Chairman	Frank R. Ferrara
Treasurer	Richard D. Honan
Vice Treasurer	Peter Caggiano
Member	State Tenant Board Member MaryLou Heighton

ANNUAL PLAN

CIP Projects

Director Lyons is working on compiling a 5 year Capital Improvement Plan that will be integrated into FY 2023 Annual Plan. Proposed draft to be presented at next month's meeting.

For State required Annual Plan, a Public Hearing Must be scheduled by WHA Board of Directors between March 1 and March 31. Member decided the Annual Plan Public Meeting and adoption of same would be held on the 4th Monday of March 2022 : 3/28/2022 at 7:00 PM

The following Policies are on record on behalf of WHA, and hereby affirmed as being current material policies of WHA:

- Rent Collection Policy
- Personnel Policy
- Capitalization Policy (established by DHCD for Accountants)
- Procurement Policy
- Maintenance Plan, to include Routine, Emergency, Deferred maintenance
- No Smoking Policy
- Electronic Acceptable Use Policy
- Grievance Policy
- Pet Policy

There being no further business, motion to adjourn was made by Frank Ferrara and seconded by Fred Silck at 7:35 PM