



WINTHROP HOUSING AUTHORITY

9 GOLDEN DRIVE
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WHA BOARD:

FRANK R. FERRARA

RICHARD D. HONAN

PETER T. GILL

PETER A. CAGGIANO

MARYLOU HEIGHTON, Tenant Member

MARGARET TIERNAN LYONS, Executive Director

Regular Board Meeting

Meeting Date: **January 24, 2022**

Remote Zoom Meeting per Notice Coordinates (attached)

CALL TO ORDER AT 5:00 PM by Chairman Peter T. Gill

ROLL CALL:

Present: Richard D Honan, Peter T Gill, Peter A. Caggiano, Frank R. Ferrara, Marylou Heighton

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. Peter Gill

Public Comment:

Golden Drive resident John Morgan requested that the MBTA Bus Stop on Golden Drive and Revere Street be shoveled out, for sight impaired residents. Although not WHA property, several of our residents cannot always see the openings at curb cuts after a snowstorm. Director Lyons stated WHA maintenance workers are vigilant about this matter.

Minutes of the Regular meeting of December 21, 2021 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan; Motion was seconded by Peter Caggiano. Members voted Five (5) to Zero (0) to accept minutes and Motion passes.

The Disbursement record for the period December 21, 2021 through January 23, 2022 including bills totaling **\$ 155,991.03** and were presented and reviewed by all members. After discussion, a motion was made by Richard Honan and seconded by Peter Caggiano to accept the bills with authorization as presented. All in favor. Members will sign Disbursement record electronically.

OLD BUSINESS:

Peter Gill and MaryLou Heighton were sworn in as WHA Board members, in a public ceremony on January 5, 2022, by Town Clerk Denise Quist. Their terms will expire December 31, 2025.

Winthrop Housing Authority, a State provider of Public Housing for the elderly, disabled, Veterans and families of low income, is the largest abutter to the property located at 40R Banks Street, Winthrop. This site is under consideration for Development.

After consideration and Discussion, by a vote of 5 to 0, with no Absences, WHA Board Members elected unanimously to oppose the Developer's application on the parcel known as 40R Banks Street. Board members urge the Planning Board to deny the application.

Memorandum of Vote prepared and will be presented at Town Planning Board meeting by Chairman Peter T Gill

NEW BUSINESS:

A 667-1 tenant passed away suddenly this month. Her apartment had an extensive clean-out in past month while she was in rehab, totaling \$2,300, due to COVID hoarding conditions. Family partnered with WHA to restore unit to good health and safe condition for the well-being of all tenants in building. Tenant had signed a repayment agreement. Her estate has no funding and family doesn't have any money. Director Lyons requested consideration to authorize that WHA charge off the outstanding balance, including February rent that is about to post, as there are no funds available from the family nor estate. Motion By Richard D. Honan to charge off the uncollectible debt totaling \$2,526.00 Seconded by Frank R. Ferrara. All in Favor; motion carries unanimously

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 current 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 (PM), the PM agreed that consideration should be extended to evaluate the entire site. As original plans/prints had not been archived– it was agreed to increase design fees to properly evaluate site conditions, prioritizing and providing estimates for ADA ramps and sidewalk repairs.

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.** Mrs. Lyons reported she has requested additional funding, including \$50,000 from DHCD Compliance accounts, it its 5 year Capital Improvement Plan (CIP), that shall be submitted with Annual Plan.

Discussion of pests, varmints and other such matters, as extermination costs have doubled since the onset of COVID. WHA is working with Town Health Department to verify full compliance with codes.

Challenged applicants causing disturbances. Being Documented.

ANNUAL PLAN

CIP Projects Presentation of Board Report Excel Sheet

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 has been scheduled by WHA Board of Directors on the 28th 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
- Reasonable Accommodation Policy under Review

WHA posted the Town's Letter and Flyer regarding Lead Pipes Water Quality in all Public Buildings.

Discussion of Invitation to Town Hall Board of Health Steering Committee, and availability of staff during busy schedules to meet State deadlines.

The Department of Housing and Community Development shall be publishing New Executive Director Salary Schedule this week, as promised in FY 2022 Budget Guidelines. MassNAHRO Newsletter describes details as well. In speaking with WHA Accountant James Griffin, a Budget Revision is scheduled to be completed by Accounting Firm upon publication no later than April 1, 2022, to be effective beginning of FY 2022.

Director Lyons presented information from State Contract, available through CommBUYS on best practices for ordering Covid Test Kits. Mr. Honan suggested tenants order free kits through the USPS website at <https://special.usps.com/testkits>. Discussion of senior's access to technology, merits versus, merits, responsibilities,

There being no further business, motion to adjourn was made by Richard Honan seconded by Frank Ferrara at 6:00 PM