



**WINTHROP HOUSING
AUTHORITY
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FRANK R. FERRARA
RICHARD D. HONAN
PETER T. GILL
PETER A. CAGGIANO
MARYLOU HEIGHTON
MARGARET TIERNAN LYONS, Executive Director

Regular Board Meeting

Meeting Date: September 26, 2022

CALL TO ORDER AT 7:00 PM by Vice Chairman Frank Ferrara

ROLL CALL:

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

Absent: Peter T Gill

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

Public Comment: None

Minutes of the Regular meeting of August 22, 2022 were reviewed. Discussion. Motion to accept minutes was made by Peter Caggiano. Discussion. Motion was seconded by Richard D. Honan. Members voted unanimously to accept the motion, which passed by a vote of 4-0 with one absence.

Financials:

The Disbursement record for the period 8/22/2022 through 9/25/2022 including bills totaling \$111,607.34 and were presented and reviewed by all members. After discussion, a motion was made by Peter Caggiano and seconded by Richard Honan to accept the bills with authorization as presented. All in favor. Members signed Disbursement record.

OLD BUSINESS:

DHCD Work Order 346119 Flood Survey Sustainability Initiative

The Contractor is working directly with DHCD on this Flood Survey. We look forward to receiving report upon completion. Their engineers have been on-site taking measurements to obtain survey data.

346117 Waterproof Patio 9 Golden 3rd floor Leaks

Architect Ray Guertin fee proposal was previously accepted. Assessment and schematic reports are running behind, due to delayed projects from pandemic shut-downs. DHCD is aware of delays and is structuring schedules.

346118 667-3 Overlook Drive Stairway Repairs and Renovations

Work order for Overlook Stairway Repairs and renovations was assigned to Reverse Architecture of Watertown, MA. Their proposal is before Members for review tonight and approval for a fixed cost of \$17,000.

Motion by Member Peter Caggiano to accept the proposal of Reverse Architecture totaling \$17,000 for the repair/replacement of 25 exterior wooden stairways providing rear egress routes for 50 second floor apartments. Replacement stairs shall be considered to be made of durable composite components. Discussion. Seconded by Richard D. Honan By a vote of 4-0 with one absence, motion carries and Director Lyons is authorized to execute proposal and other documents necessary to finish project.

DHCD Project #346112 Golden Drive Roadway and Curb Repairs

Director Lyons met with project Design Engineer Christopher Thomas of BSC Group. They have completed enhanced schematic design of road and walkways at 667-2 Golden Drive. Original project budget was increased to \$215,000 upon WHA's application for State compliance and other funds. Maintenance Supervisor Dave Mariano and Mike Nunes were also present to express concerns for maintenance, i.e. curb cuts and plowing ease. Anticipated that project will go to bid in January 2023, with work to be completed by end of June 2023.

WHA Gardens Tenants Association hosted the Winthrop Board of Health for an Emergency Preparedness Training of Wednesday August 24th at 11 AM. Anna Jensen of Winthrop DPH, Meredith Hurley Director, led the presentation and distributed Dept of Public Health planning guide for residents plan for readiness. Jeannie Maggio was also present and contributed to the presentation. Jeannie has worked for the Town in multiple capacity, having presented the benefits of the "Grab and Go" Bag. Attended by at least a couple dozen tenants, highly beneficial. Bags should contain medicines, chargers, change of clothes etc. Discussion.

NEW BUSINESS:

WHA Board Meeting Minutes posted to Website.

DHCD just published PHN 2022-16 including FY 2023 Budget Guidelines. Members should prepare to meet before next scheduled Regular meeting to review and approve budget. Discussion of available times.

Invitation sent to members is located in files, from The PARC assisted living in Winthrop,

Tenant Selection Coordinator Lisa Sarro will join Director Lyons on 9/24/2002 NSHEDA Training on changes to State Waitlist CHAMP.

DHCD FMS Specialist Todd Lawson spent a couple hours at WHA, preparing WHA for upcoming PMR Audit. The State has changed parameters, as detailed in DHCD PHN 2022-10. A walk through WHA properties shall emphasize health and safety criteria. Clean Hallways, community closets, Boiler rooms, Emergency Safety Lighting, Inspection Reports will be critical in passing the Inspection. He identified a couple minor areas, and WHA plans on having a successful audit.

We are experiencing increase in trash dumping on WHA property. Discussion of Trash

Bids for Boiler Maintenance services were solicited by local qualified contractors. ModCon Services quoted \$225/unit, to service family housing (200-1, 705-1) Munchkin boilers. Prevailing wage rates were pulled and certification shall be required for payment. Authorization was requested to award contract to ModCon Services as quoted. Members voted unanimously authorizing Director to take all action necessary to complete this work.

The New Lease between WHA and NSMH for property located at 133 Morton Street Signed at \$2,875/month (\$359.375 per unit). The value and terms meet conditions outlined in DHCDPHN 2022-12. Increased preventative maintenance responsibilities, including `WHA is responsible for testing and maintenance of the fire alarm system, and where applicable, fire suppression system. Fire extinguishers responsibility is with the Provider (NSMH).

The Hot Water tank failed at 133 Morton Street, which is classified as Necessary Emergency Repair, poses immediate health and safety hazard to residents and staff in homes. WHA responded and work was completed immediately; extraordinary cost is included in proposed F 2023 budget.

There being no further business, motion to adjourn was made by Richard Honan and seconded by Frank Ferrara at 8:10 PM