



**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:

CALL TO ORDER AT 7:00 PM by Chairman Peter Gill

ROLL CALL:

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

Absent: Richard D. Honan

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 September 26, 2022 were reviewed. Discussion. Motion to accept minutes was made by Frank Ferrara. Discussion. Motion was seconded by Peter Caggiano. Members voted unanimously to accept the motion, which passed by a vote of 5 to 0 with no absence.

Financials:

The Disbursement record for the period 9/25/2022 through October 23, 2022 including bills totaling **\$ 66,260.00** and were presented and reviewed by all members. After discussion, a motion was made by Frank Ferrara and seconded by Peter Caggiano to accept the bills with authorization as presented. All in favor. Members signed Disbursement record.

Frank Ferrara moves that Discussion and Vote of FY 2023 Budget be taken out of order to accommodate visitor (by Zoom) Accountant James Griffin, Gordon Griffin LLC. Discussion. Seconded by Peter Caggiano. Unanimously moved in favor.

Director Lyons presented Budget Guidelines for FY 2023, DHCD publication PHN 2022-16, were distributed to Board Members previously. They include a 9% increase in ANUEL, as well as several Direct Cost Exemptions and Policy Initiatives and adjustments including: \$150 directed budget exemption for each unit with a heat pump to support maintenance of Air Source Heat Pumps.; Increases to Administrative salaries

Budget Proposal was projected to TV in WHA Conference Room. Discussion of budget proposal.

Motion: Peter Caggiano 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 6/30/2023 showing total revenue of **\$ 2,917,469** (Acct. No. 3000) and Total Expenses of **\$ 3,169,531** (Acct. No. 4000) thereby requesting a subsidy of **\$ 325,849** (Acct. No. 3801), and further that the Executive Director's total annual salary of \$ 105,883 for fiscal year ending June 30, 2023 be submitted to the Department of Housing and Community Development for its review and approval. Frank R. Ferrara Seconded the motion which, upon roll-call, was passed by a vote of Four 4 "For" Vote Total to Zero "Against" Vote Total, with One absence.

Motion: Peter Caggiano 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 6/30/2023 showing total revenue of **\$ 35,320** (Acct. No. 3000) and Total Expenses of **\$ 39,278** (Acct. No. 4000) thereby requesting a subsidy of \$ -0- (Acct. No. 3801), and further that the Executive Director's total annual salary of \$ 105,883 for fiscal year ending June 30, 2023 be submitted to the Department of Housing and Community Development for its review and approval. Frank Ferrara 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, with one absence.

All members present signed Budget Certifications for Submission through Housing and Finance Information System (HAFIS).

Public Comment: James Griffin, Partner and Accountant Gordon Griffin LLC was available on-line ZOOM, and answered questions for board members. He state WHA is in a good financial position with Operating REserves as noted. WHA has managed fund very well, with a prudent reserve in accordance with DHCD.

OLD BUSINESS:

DHCD Project #346112 Golden Drive Roadway and Curb Repairs

Design Engineer Christopher Thomas of BSC Group submitted final project schematic to DHCD for authorization to proceed. Draft Construction Documents were posted to CapHub. Construction documents have been posted in CapHub. We anticipate that project will go to bid in January 2023 on www.biddocsonline.com only. Work, without unanticipated delay, should be completed by end of June 2023. Discussion of Easement and possible impact on

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. Data will be used for future grant applications.

346117 Waterproof Patio 9 Golden 3rd floor Leaks

DHCD Project Manager released a revised schedule for this project. Schematic Design deadline December 2022

346118 667-3 Overlook Drive Stairway Repairs and Renovations

Reverse Architecture engineers Carl and Elaine met with Director Lyons and WHA Mike Nunes on October 13 2022 to evaluate the scope of work on Overlook Drive. A Schematic Design of proposed work, with consideration of multiple approaches, shall be presented by the end of December. Anticipate bidding by February 2023.

NEW BUSINESS:

WHA Board Meeting Minutes posted to Website.

WHA received a Certified Registered letter from Platt Real Estate Analysts. The purpose of the letter informs WHA that the Town of Winthrop is proposing to install street improvements along Revere Street, known as TIPS project. This was first notification to WHA of design details involving WHA property.. The letter further states the Town will be taking easements (mostly temporary construction easements, some permanent) from property owners, including WHA. Discussion among members. Members tasked Director Lyons to seek further details and information, contacting Town and DHCD as necessary for information necessary to competently consider the matter.

Construction Easement perceived as an acquired right of use over the property of another for the purposes defined in a document Other information included in discussion included copy of Town's designer CHA PowerPoint Presentation located on the Town of Winthrop's website entitled "Winthrop Revere Street Reconstruction Project". The presentation was made to Town Council on September 20, 2022 by Andrew Valcovic, PE from CHA Consulting, Inc. The MassDOT Right of Way plans were also obtained from Mr. Platt and presented to Board Members.

WHA received notification in September of an increased funding opportunity for Resident Service Coordinators, as detailed in DHCD PHN 2022-14. WHA considered this program in the past (2019, February 2021). Meetings with MVES Dan O'Leary then to discuss as the responding agency. He confirmed requirements of the Program favor MVES, and other service agencies (i.e. PACE, EBNHC, VNA, Partners...) would not receive their referrals. Discussion. Board Members agreed to not pursue this, and have Robert DeLeo Senior Center, Director Kathy Dixon and Asst Director/Outreach Coordinator Matt Rhodes be the point of contact for WHA residents as needed.

WHA Gardens Tenants Association is having its Annual Halloween Social tomorrow, October 25, 2022 starting at 12 Noon. Costumes are optional and prizes will be given. Pizza, desserts and Entertainment by DJ.

Town Manager Antony Marino and Town Council Letterie met with Chairman Peter Gill and Director Lyons at Town Managers office for an introductory meeting. Discussion of total low-income units in Town and other pertinent matters.

There being no further business, motion to adjourn was made by Peter Caggiano and seconded by Frank Ferrara at 8:25 PM