



**WINTHROP HOUSING
AUTHORITY**
9 GOLDEN DRIVE
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WHA BOARD:

FRANK R. FERRARA,
Chairman

RICHARD D. HONAN

PETER T. GILL

PETER A. CAGGIANO

MARYLOU HEIGHTON

MARGARET TIERNAN LYONS, Executive Director

ANNUAL PLAN Meeting and Regular Board Meeting

Meeting Date: **March 27, 2023**

In Person and Remote Zoom Meeting per Notice Coordinates (attached)

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

ROLL CALL: Present: Peter A. Caggiano, Frank R. Ferrara, Marylou Heighton, 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 Mr. Ferrara

ANNUAL PLAN Meeting was advertised and Scheduled for Monday March 27, 2023, to be followed by March Regular Meeting. Draft copies of the plan have been available in Community rooms and Administrative office of WHA

Public Comment: John Morgan, 667-2 Golden Drive resident was present and declined to speak at this time.

Winthrop Housing Authority Gardens Tenant Association, including President MaryLou Heighton, Treasurer Ruth Vosolo had met with Director Lyons previously to review the details of Annual Plan, including the 5 year Capital Improvement Plan

Members of the tenant association were happy with the Annual Plan and impressed with the amount of work done on behalf of the tenants. They expressed confidence the Plan represents the best interests of the Housing Authority community and have no comments

Annual Plan

Director Lyons presented the Final Draft of Annual Plan of Winthrop Housing Authority. Discussed among members.

Director Lyons completed work on 5 year Capital Improvement Plan that has been integrated into FY 2024 Annual Plan. All filing deadlines were met for the publication of FY 2024 Annual Plan. Notice has been posted in Town Clerk's Office and on Town Calendar; WHA web page has posted link to the Draft Annual Pln.

Our CIP Includes application for Sustainability funds to replace ALL Storm Doors on All 200-1 properties. From Director Lyons submission: "WHA Goals include prioritizing a project to protect 200-1 Dev from increased storm surges identified by LHA and Flood Survey project 346119, incl Several projects are expected to bid and start soon, making necessary upgrades for resident safety

- Past couple years, including present, show increased severity of storms and flooding/weather
- Sealing/replacing rusted bulkheads and replacing storm doors near waterfront marsh.
- Golden Drive roadway, sidewalks, ADA ramps
- Urgent repairs needed to fix egress (deteriorating floor boards 667-4) vulnerability for all 2nd and 3rd floor residents.
- ARPA – Fire Alarm upgrades Viking Gardens, Overlook, 705 and 689 Developments.
- ARPA – Viking Gardens Roof Replacements incl gutters.
- ARPA – Sunset Rd 32-42 Sunset Kitchens and Electrical Upgrade of occupied units.
- Waterproof Admin Building under construction doc phase now
- Rear Stair egress preparation to bid.
- Replacement Boilers and Slop Sinks Family housing units
- Asphalt Shingle roof replacement 200-1 sites: Pleasant and Main, Sunset Road

WHA is on target with current Operating budget, as demonstrated in Successful AUP, PMR Reports and Monthly Financial Reports submitted too Members Monthly from Accountant Firm Gordon Griffin LLC..

Director Lyons Presented FY 2023 Annual Plan. Members reviewed details of proposed Capital Improvement Plan. Discussion

Motion by Richard D Honan to approve the proposed Capital Improvement Plan. Discussion. Motion seconded by Peter Caggiano. By a Vote of Four 4 to Zero 0 , with One absence, Chairman Ferrara declares motion passes. Director Lyons is authorized to submit 5 Year FY 2023 CIP.

Motion by Board Member Richard D Honan to accept the WHA Annual Plan as advertised and presented at Public Hearing on 03/28/2022. Discussion. Seconded by Peter Caggiano. Motion passes unanimously by a Vote of four 4 to Zero 0, with One 1 absence. Chairman Frank Ferrara declares Motion passes.

Director Lyons was authorized to submit Annual Plan to DHCD with the following comments:

There were no further comments.

Annual Meeting Concluded at 7:20 PM

REGULAR Meeting of WHA Board CALL TO ORDER AT 7:25 PM by Chairman Ferrara

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

Minutes of the Regular meeting of February 27, 2023 were reviewed. Discussion. Motion to accept minutes was made by Richard Honan. Discussion. Motion was seconded by _____ Peter Caggiano Members voted 4 to 0 with one absence to accept the motion, which passed unanimously

Financials:

The Disbursement record for the period February 27, 2023 through March 26, 2023 including bills totaling \$ 115,258.68 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 signed Disbursement record.

Members also signed disbursement checks to pay bills.

OLD BUSINESS:

DHCD Project #346112 Golden Drive Roadway and Curb Repairs

We have Advertised project for Bids. Project, including all Alternates, is budgeted at \$322,000, through www.biddocsonline.com. BSC Group Christopher Thomas conducted a walk-through on March 14, 2023. Day of severe Nor' Easter storm. Bids are due by 10 AM on Friday March 30, 2023. Board should meet once bids certified to vote on contractor.

DHCD Work Order 346119 Flood Survey Sustainability Initiative

Data is being incorporated into CPS for future grant applications.

346117 Waterproof Patio 9 Golden 3rd floor Leaks

Schematic Design was approved by DHCD Engineer Dave Cann. Architect Ray Guertin preparing Construction Documents, then will go to bid. . Discussion of findings. Further study revealed holes in foundation, resulting in leaks shown in stairwell.

346118 667-3 Overlook Drive Stairway Repairs and Renovations

Carl Solander and Elaine Chan, Reverse Architecture submitted samples of an alternate composite material that is sturdier than original for consideration. They are composing Construction Document in preparation of bids. Member examined samples of composite materials being considered for railing and decking.

346121 DHCD ARPA Project Targeted Fire Alarm Upgrade Project

DHCD Engineer Frank Bossi was at WHA on February 15, 2023 to inspect properties, wrote a Work Order for design of fire alarm systems

346122 DHCD ARPA Project Sunset Road Kitchen Modern and Electrical Upgrade

Work Order was composed by DHCD architect David Cann. It is being reviewed by firms, who will bid on project design fees.

Winthrop TIPS Project: Easement:

WHA received a Written Offer of Just Compensation from the Town of Winthrop, relative to the Revere Street MassDOT project. They are seeking some temporary (4 year construction easements) and other such easements. Documents distributed to Board Members for discussion.

Director Lyons has communicated with DHCD on this matter, and will

NEW BUSINESS:

Winthrop Police Dept Deputy Chief John Goodwin forwarded to WHA and Town Departments a Boston Globe article identifying a phone scam that targets the elderly. With at least two victims in town, WPD requested that we share information to educate the elderly. They need to know that they should never send or respond to anyone asking for cash, checks, gift cards or any type of payment over the phone before checking with the police first. They should never provide personal information such as account numbers and social security information over the phone

WAGE MATCH Acknowledgement

Summary of the Laws regarding employee access to confidential tax, wage reporting, financial institution match, 14-day new hire and child support information, as well as “personal data” provided to the Department of Housing and Community Development by the Department of Revenue. The access and disclosure of this information is governed by the attached state and federal laws. Violation of the laws provide for specific sanctions including civil and criminal penalties, as well as dismissal from employment and disqualification from holding office in the Commonwealth for up to three years.

Executive Director and Board have read and thoroughly understand the contents of this notice and the prior notice ([PHN 2019-16](#)). It will also indicate that all authorized employees at your housing authority have read and signed, PHN 2019-16 [Attachment E](#), Wage Match Acknowledgement Regarding Confidentiality of the Department of Revenue’s Information and PHN 2019-16 [Attachment F](#), the DOR Disclosure and Security Training for Safeguarding Information. Please note that the Acknowledgement & DOR Disclosure and Security Training for Safeguarding Information include a summary of the law and other attachments.

Motion by Richard Honan acknowledging the above statement regarding Security of Personal Information etc. , seconded by Peter Caggiano. All in Favor

Signatures by Mrs. Lyons and Mr. Ferrara, Chair.

Waitlist Policy Changes

DHCD continues to make updates to CHAMP State Waitlist. The State stated they are focused on making tenant selection work for applicants and Housing Authorities so we can expeditiously and efficiently fill units. In addition to development updates, DHCD’s focus is rolling out centralized screening through our contracted vendor Archipelago Strategies Group (ASG). Local Housing Authorities will no longer need to conduct priority preference screening and will have ordered waitlist ready for the offer stage. WHA will still be responsible for the eligibility and qualifications stage and local preference screening.

346123 667-1 Viking Gardens Asphalt Shingle Roof Replacement, Selective Gutters

Reverse Architecture has been hired to design Roof Replacement project at Viking Gardens.

Town Trash Contract

Town Manager submitted proposed DRAFT of Solid Waste Ordinance Changes. WHA recommends edits to include following statement:

Properties under the jurisdiction of the Winthrop Housing Authority may be eligible to participate in the program with permission from the Town Manager or their designee. A memorandum of understanding between the Town Manager's office and the Housing Authority, in compliance with MGL 121B and Regulations promulgated by the MA Department of Housing and Community Development, will be established on a case-by-case basis to determine participation specifics,...."

Mrs Lyons forwarded this month's MassNAHRO Newsletter to all WHA Board Members. Our State Senator, Lydia Edwards, has been assigned Chair of Joint Committee on Housing.

PARKING POLICY Passed by unanimous vote

Sink Hole at Kennedy and Revere Street: Premier Fence will be on site Wednesday Morning.

State announce new Maintenance Wage Rates, to be effective April 1, 2023

There being no further business, motion to adjourn was made by Richard Honan and seconded by Peter Caggiano at 8:45 PM. Meeting adjourned