



John A. Boris, Chairman
Kimberley Driscoll, Second Vice Chairman
Maureen Call, Treasurer
Charity Lezama

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, APRIL 10, 2019
6:00 p.m.**

I. Called Meeting to Order at 6:00 P.M.

II. Roll Call

Present

Maureen Call
Kimberley Driscoll
John A. Boris

Absent

Charity Lezama
(Vacant Seat)

Also Present: Debra A. Tucker, Acting Executive Director, Jacqueline Guzman, Federal Programs Administrator and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, March 13, 2019. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes
3

Nays
0

Maureen Call moved to accept the Minutes of the Special Meeting held on Wednesday, March 20, 2019. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes
3

Nays
0

IV. Communications

- March/April 2019 Mass NAHRO Newsletter

1|Page Regular Board Meeting of April 10, 2019



- Correspondence to Debra A. Tucker dated March 19, 2019 re: Resignation of Frank J. Milo from the SHA
- Memorandum dated March 21, 2019 from John A. Boris, Chairman to All Salem Housing Authority Tenants re: Tenant Representation for Advisors for the Search Committee for a New Salem Housing Authority Executive Director
- Waitlist Update

Maureen Call submitted her resignation effective April 30, 2019. Said resignation letter is attached hereto for reference. Ms. Driscoll asked Maureen Call how long she has served on the SHA Board. Maureen Call stated "10 years" Ms. Driscoll thanked Maureen on behalf of the Board for her years of service on the SHA Board. Ms. Driscoll also mentioned that Frank Milo submitted his resignation on March 19, 2019 and requested that the SHA send him a "thank you note" for his years of service on the Board. Ms. Driscoll informed that Board of Directors that she had appointed a new Board Member to fill the vacancy of Frank Milo. Ms. Driscoll stated that Benjamin Winthrop was confirmed by the City Council as a new Board Member and that he was in attendance this evening. Ms. Driscoll asked if the LTO would provide a list of tenants who may be interested in serving on the Board to fill Ms. Call's position. Ms. Driscoll also stated that she would review MGL Chapter 121B process re: LTO's.

V. Reports of the Committees

There was none.

VI. Report of the Acting Executive Director

The Acting Executive Director informed the Board of Directors of the following:

- The Mass NAHRO Spring Conference will be held at the Seacrest Hotel in Falmouth, MA from May 19-22, 2019. If any Board Member is interested in attending, please let her know and hotel arrangements and conference registration will be made.
- Working on the Capital Improvement Plan. Four meetings have been scheduled this year at various developments to meet with tenants to hear their ideas. Also working with Regional Capital Assistance Team who will be assisting the Housing Authority with the CIP Plan. Another meeting with RCAT is scheduled in two weeks. Ms. Driscoll requested that a draft of the CIP Plan be posted to the SHA Website.
- Charter Street Tenants Association – Working on reconciling

the budget. This matter has been referred to DHCD. The Acting Executive Director will be meeting with the CSTA this week. Hope to hear back from DHCD soon.

- Debbie Tucker and Anne Cameron are continuing to work with Sperling Interactive on improving website and the postings of Agendas, Minutes and backup documentation.

VII. Unfinished Business

Search Committee

John Boris, Chairman stated that the Search Committee is comprised of the following Individuals:

Kimberley Driscoll, Charity Lezama, Calvin Young, Billie McGregor, Adria Leach of Salem State University and Mickey Northcut of Northshore CDC

Ms. Driscoll stated there are 2 Board Members, 2 Tenant Members and 2 Community at Large members.

Final Legal Advertisement for Executive Director

John Boris stated that the Final Legal Advertisement for Executive Director is ready for approval by the board.

Maureen Call moved to approve the **final** Advertisement for the Executive Director Search prepared by Leo Dauwer, Consultant as presented. Kimberley Driscoll seconds the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Ms. Driscoll explained the procedure that Leo Dauwer will follow once the advertisement has been published and resumes collected.

Mr. Boris stated that the advertisement would be published in all of New England and beyond. It is also posted in the office and it has been posted to the SHA Website.

VIII. Recommendations of the Chairman

John Boris, Chairman recommended that for future meetings there be a sign-up sheet at every board meeting and those individuals who

would like to comment must sign up before the meeting. There will be a limited time for those individuals to comment before the Board Meeting commences. The SHA By-Laws will be reviewed to see if they will need to be amended if the Board agrees to the above procedure.

IX. Report of the Treasurer

Bills and Transfers

The Bills and Transfers were presented to the Board of Directors.

Maureen Call moved to approve the Bills and Transfers for the period March 1, 2019 through April 2, 2019 as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Balance Sheet and Statements of Revenues and Expenses

The Balance Sheet and Statements of Revenues and Expenses were presented to the Board of Directors.

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for five (5) months ending February 28, 2019. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

X. New Business

Financial Statements for the Fiscal Year Ended September 30, 2018 Submitted by Independent Auditor, Guyder Hurley, P.C.

The Acting Executive Director presented to the Board of Directors the audited Financial Statements for the Fiscal Year Ended September 30, 2018 submitted by Independent Auditor, Guyder Hurley, P.C.

Maureen Call moved to accept the audited Financial Statements for the Fiscal Year Ended September 30, 2018 submitted by Independent Auditor, Guyder Hurley, P.C.

Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes
3

Nays
0

Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2018 submitted by Independent Auditor, Guyder Hurley, P.C.

The Acting Executive Director presented to the Board of Directors the Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2018 submitted by Independent Auditor, Guyder Hurley, P.C.

Maureen Call moved to accept the Report on Agreed-Upon Procedures for the Fiscal Year Ended September 30, 2018 submitted by Independent Auditor, Guyder Hurley, P.C. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes
3

Nays
0

DHCD Work Order/Scope of Services for Project 258118 Sprinkler Cradle and Pump System Replacement at 27 Charter Street (667-5)

Debra Tucker, Acting Executive Director, presented to the Board of Directors DHCD Work Order/Scope of Services for Project 258118 Sprinkler Cradle and Pump System replacement at 27 Charter Street (667-5).

Maureen Call moved to approve DHCD Work Order/Scope of Services for Project 258118 Sprinkler Cradle and Pump System replacement at 27 Charter Street (667-5) with an estimated construction cost of \$100,000.00 and a house doctor design fee of \$12,440.00. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes
3

Nays
0

Adopt the Section 8 Rent Reasonableness Study Results

Debra A. Tucker, Acting Executive Director, presented the Section 8 Rent Reasonable Study Results to the Board of Directors prepared by Jacqueline Guzman, Federal Programs Administrator.

Ms. Guzman explained to the Board of Director the Rent Reasonableness study results in detail and answered questions from the Board.

Maureen Call moved to adopt the Section 8 Rent Reasonableness Study Results as presented effective May 1, 2019.

1-Bedroom: \$1,579.00
2-Bedroom: \$1,941.00
3-Bedroom: \$2,278.00
4-Bedroom: \$2,752.00

Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Revised Section 8 Housing Choice Voucher Payment Standards

Debra A. Tucker, Acting Executive Director, presented the revised Section 8 Housing Choice Voucher Payment Standards.

Ms. Guzman explained the Section 8 Housing Choice Voucher Payment Standards in detail and answered questions the Board inquired of her.

Maureen Call moved to adopt the revised Section 8 Housing Choice Voucher Payment Standards effective May 1, 2019.

1-Bedroom: \$1,620.00
2-Bedroom: \$1,975.00
3-Bedroom: \$2,474.00
4-Bedroom: \$2,758.00

Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

XI. Other Business/Late Communications

John Boris, Chairman opened up the meeting to comments from the Public..

Cynthia Carr, 97 Derby Street, Salem, commented on the Fair Market Rents.

Calvin Young, President of the Charter Street Tenants Association commented that the CSTA is still having a Budget Issue and that the CSTA doesn't have its money for the new fiscal year which began on October 1, 2018. John Boris, Chairman said that this is a management issue and should be taken up with the Acting Executive Director, Debra Tucker. Debra Tucker said that this matter has been referred to DHCD

and she was waiting to hear back from them. Ms. Tucker stated that she has had several meetings with the CSTA regarding balancing the budget and has sent correspondence to Mr. Young requesting information. Ms. Driscoll asked if the budgeted money could be given to the CSTA while the SHA waits for the approval from DHCD. Debra Tucker agreed. Ms. Driscoll stated that it seems like a processing issue. Mr. Boris said that he would meet with the CSTA and hand them a check for the Budget for Fiscal Year 10-1-18 to 9-30-19. The CSTA must present to Mr. Boris with its budget for fiscal year 10-1-18 to 9-30-19 at the meeting.

Gary Gil, Ward 3, Salem Heights Apartments commented on the rents at Salem Heights and also stated that the CSTA should be give their check for its budget for the Fiscal Year October 1, 2018 through September 30, 2019. Mr. Gill also said that he did not think it fair that the attendees at the Board Meeting have to sign up to speak at the beginning of the Board Meetings when they have not heard all of the discussions by the Board per the Agenda.

Lorelee Stewart, 7 Barnes Road, Salem, MA expressed her concern over the harsh response to the accusations made by the CSTA about SHA employees in their monthly newsletter. Ms. Tucker gave a timeline of events concerning the accusation. She stated that she'd met with John Boris concerning the accusation made to him by email against SHA employees. Ms. Tucker informed Mr. Boris that the SHA has video security cameras at both the office and tenant entrances to the building and has key pad logs for those who enter or exit. She said that Mr. Boris asked her to investigate. Ms. Tucker stated that while she did not believe the accusation made against these long-time employees, she fully investigated the matter. She directed staff members to review the video record for the time period and for 1 hour before and after, to download that period's activity onto a flash drive, and to obtain the keypad log in records from the security company. There was no entry/exit into the office by anyone during that period. These records have been preserved. She then reported the results to Mr. Boris, and the decision was made to refer it to the SHA's Attorney. Ms. Tucker then added that while the matter was under review it was discovered that this accusation was put into the CSTA's newsletter and submitted to the SHA for copying for the CSTA. That information was referred to the Attorney. A letter of response was prepared by the Attorney. Ms. Tucker said that she asked about the response coming from her rather than from Chairman Boris, to whom the accusation was originally sent. The Attorney advised that the investigation and response were administrative matters and had been handled by the administration and that therefore the response must come from her as the Acting Executive Director. She said that she then followed that legal advice and was instructed to send the reply by email to Calvin Young and copied to all those who had received the complaint from Mr. Young. Ms. Driscoll said that communication can go along way. Ms. Driscoll said that we need to work together. Calvin Young said "thank you" and that the CSTA will work with the SHA going forward.

Kathleen Burke, 205 Bridge Street commented on the letter that was sent out to all tenants regarding interest in serving on the search committee. Ms. Burke stated that she thought it was a waste of SHA's time and money since, the SHA did not wait until the deadline to review all those interested. Ms. Burke stated that Mr. Boris called Ms. McGregor to meet with her the day before the deadline. Ms. Burke stated that Mr. Boris said that Ms. McGregor could serve on the search committee for Executive Director. Ms. Burke said that those actions are dishonest and unfair. Mr. Boris denied those allegations.

Jeff Cohen, 12 Hancock Street commented that as a landlord with a 3 family he would rather not have utilities included in the rent. Ms. Driscoll asked Ms. Guzman if there was a way to calculate what percentage of the rent is for the utility use.

Liz Vago, 29 Summit Street, Salem, MA commented on the search of the Executive Director. How many applications has the housing authority received? Key skillset of new Executive Director i.e. an E.D. that can lead, is transparent, good customer service skills.

Kathleen Burke, 205 Bridge Street, Salem, asked if letters had gone out to all Section 8 Tenants re: Search Committee. Ms. Tucker stated that letter had only been mailed to Public Housing Tenants.

Cynthia Carr, 97 Derby Street commented on the Fair Market Rents and the utilities, as they are included in the rents.

Susan Kirby, 45 St. Peter Street commented on the SHA's Lawyer's response to the allegations of the CSTA of certain SHA Employees. She stated that she did not think it was handled properly by the Acting E.D. and that she took it to another level. Ms. Kirby said that it should have been investigated first.

Gary Gill, Salem Heights Apartments apologized for being harsh on his comments above.

Billie McGregor, 205 Bridge Street commented on how John Boris, Chairman, met with her and said that she could serve on the search committee if she wanted to. Ms. McGregor stated that it was 2 days prior to the deadline. Ms. McGregor said that she wanted John Boris to resign as Chairman. Ms. McGregor said that she has tremendous support from the community and tenants. She stated that this wasn't the issue and that it wasn't a fair way to go about it. Ms. McGregor offered some names of those tenants who could sit on the Board of Directors. Those names were Sue Kirby and Don Rivard.

Maureen Call stated that during her tenure on the Board of Directors she has had nothing but a pleasant experience. She stated that all Salem Housing Employees are very professional and hard working and that she has enjoyed working with SHA employees and serving on the Board of Directors.

Don Rivard, 27 Charter Street stated that we are adults, we are going to vote and speak our minds.

Ms. Tucker, Acting Executive Director thanked Maureen Call for her kind word and her service on the Board of Directors. Ms. Tucker said that the Salem Housing Authority is here to serve its tenants 24 hours a day. We are willing to work with the tenants. The tenants may come to the SHA with any problems or questions at any time. The SHA employees are professional, hard working and do a great job.

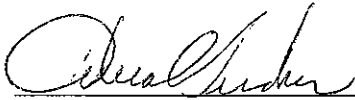
XII. Adjournment

Kimberley Driscoll moved that the Board adjourn the Regular Meeting of April 10, 2019 at 7:30p.m. Maureen Call seconded the motion and the vote was as follows:

Ayes
3

Nays
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Respectfully Submitted,



Debra A. Tucker, Acting Executive Director



Anne M. Cameron, Executive Secretary