



John A. Boris, Chairman  
Kimberley Driscoll, Vice Chairman  
Charity Lezama, Treasurer  
Benjamin Winthrop, Assistant Treasurer

**MINUTES OF THE  
SPECIAL MEETING  
WEDNESDAY, MAY 15, 2019  
6:00 p.m.**

---

**I. Called Meeting to Order at 6:00 p.m.**

**II. Roll Call**

Present

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Absent

Also Present: Debra Tucker, Acting Executive Director and Anne Cameron, Executive Secretary

**III. Minutes of Previous Meeting(s)**

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, April 10, 2019. Benjamin Winthrop seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**IV. Communications**

- May 2019 Mass NAHRO Newsletter
- Correspondence to Frank J. Milo dated April 18, 2019 from Chairman John Boris thanking Frank Milo for his years



- of service on the Board of Directors
- Correspondence to Maureen Call dated April 18, 2019 from Chairman John Boris thanking Maureen Call for her years of Service on the Board of Directors
- Waitlist Update

#### **V. Reports of the Committees**

- There were no reports of the committees.

#### **VI. Report of the Acting Executive Director**

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

- Section 8 Program received an additional \$3 million award due to higher Inflation rate (approximately 25%) higher than normal (3-4%) because the FMR revisions were so high. The SHA is aggressively selecting more applications from the waiting list.
- A draft of Year 5 of the SHA's 4<sup>th</sup> five year Agency Plan which will be effective On 10/01/2019, will be available on May 22, 2019. There will be a Public hearing and comment session held. The final plan will be presented at the July 2019 meeting. A change in the local veterans preference was proposed. This will mirror the State Program's definition of "Veteran" and we will adopt the state definition. Currently all veterans have preference.
- The outreach notice for interest in serving as a Tenant Board Member was mailed to all SHA residents.
- Randy Comito, Maintenance Manager, just finished an MCPPO Supplies and Services Training and received his certificate for passing the course.
- Frances Carson a long time resident of the Salem Housing Authority who lived at Garden Terrace who was also the Tenant President for the SHA passed away on May 9, 2019.

#### **VII. Unfinished Business**

Selection Committee

John Boris, Chairman, explained that a letter was sent to all residents to give all who wish to participate on the Selection Committee the opportunity

to submit a letter of interest. Kim Driscoll added that the application deadline for the Executive Director position was May 15, 2019. All resumes were to be submitted to the consultant. Ms. Driscoll said a meeting would be held shortly after that date with the Selection Committee.

### VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

### IX. Report of the Treasurer

#### Bills and Transfers

Charity Lezama moved to approve the bills and transfers for the period April 3, 2019 through April 30, 2019 as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

#### Ayes

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

#### Nays

#### Balance Sheet and Statements of Revenues and Expenses

Kimberley Driscoll moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for six (6) months ending March 31, 2019. Charity Lezama seconded the motion and the **roll call** vote was as follows:

#### Ayes

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

#### Nays

### X. New Business

#### Draft of Capital Improvement Plan

Debra Tucker, Acting Executive Director, presented to the Board of Directors a Draft of the Capital Improvement Plan. Debra reviewed the draft of the Capital Improvement Plan line for line with the Board of Directors. Kimberley Driscoll inquired as to how she could take a look at this more in depth. Debra said that it is all on line and she would call DHCD and ask. Debbie answered all of the

questions of the Board regarding the draft of the Capital Improvement Plan. Debbie informed the Board that the Final CIP will be presented for a vote on at the June 10, 2019 Regular Board Meeting.

Kimberley Driscoll also said that the City of Salem has the Community Preservation Act which may be looked into for some of the items on the Capital Improvement Plan.

Grant of Easement from the Salem Housing Authority to Massachusetts Electric Company

Debra Tucker, Acting Executive Director, presented to the Board of Directors the Grant of Easement from the Salem Housing Authority to Massachusetts Electric Company the perpetual right and easement to install, construct, reconstruct, repair Replace, add to, maintain and operate the transmission of high and low voltage electric Current for the transmission of intelligence an Underground Electric Distribution System. Said Underground Electric Distribution System is located in, under, over, across and upon a parcel of land situated on the south east side of St. Peter Street. Ms. Driscoll asked if anyone reviewed the easement. Debbie said “yes, our attorneys Casey and Lundregan”. Debbie said that Attorney Casey said that it was standard easement language and it was fine to move forward, have it vote on and executed.

Charity Lezama moved to approve Grant of Easement from the Salem Housing Authority to Massachusetts Electric Company the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate the transmission of high and low voltage electric current for the transmission of intelligence an Underground Electric Distribution System. Said Underground Electric Distribution System is located in, under, over, across and upon a parcel of land situated on the south east side of St. Peter Street and to authorize John A. Boris, Chairman execute the easement. Kimberley Driscoll seconds the motion and the vote was as follows:

Ayes

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Nays

Collection of Losses – Write Offs Through 04/30/19 per Public Housing Notice 2017-17.

Debra A. Tucker, Acting Executive Director, presented the Write Offs through 04/30/2019 per Public Housing Notice 2017-17. Ms. Driscoll asked for an explanation of what the write offs were. Debbie said they are balances on tenant accounts for tenants who have passed away or moved out and are considered uncollectable. Debbie also informed the Board that the SHA has a collection law firm who pursues collection on these accounts.

Charity Lezama moved to approve write offs through April 30, 2019 for State Development 667 in the amount of \$2,290.60 and State Development 200 in the amount of \$157.00 for a total amount of \$2,447.60 pursuant to Public Housing Notice 2017-17. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

### 2019 Federal Public Housing Flat Rents

Debra Tucker, Acting Executive Director, presented the 2019 Federal Public Housing Flat Rents and explained to the Board as to how the Federal Public Housing Flat Rents are determined. Debbie informed the Board that the Flat Rents are based on 80% of the Fair Market Rent amounts. Debbie informed the Board that the SHA currently does not have any tenant that has elected a Flat Rent. Debbie answered all of the questions of the Board.

Kimberley Driscoll moved to approve the following 2019 Federal Public Housing Flat Rents, as submitted, effective June 1, 2019:

1 Bedroom:	\$1,440.00
2 Bedroom:	\$1,755.00
3 Bedroom:	\$2,199.00
4 Bedroom:	\$2,372.00

Benjamin Winthrop seconded the motion and the vote was as follows:

Ayes

Nays

4

0

### Appointment of Vacant Offices

Debra Tucker, Acting Executive Director, informed the Board that with all of the changes in the composition of the Board of Directors i.e. resignations and appointments, it is necessary for the Board of Directors to fill the vacancies of the Treasurer, Assistant Treasurer and Vice Chairman as per the Salem Housing Authority By-Laws Article II, Section 11. Vacancies. See By-Laws attached hereto.

The current Officers of the Board of Directors are John A. Boris, Chairman and Kimberley Driscoll, Second Vice Chairman.

Kimberley Driscoll moved to nominate Charity Lezama for the Office of Treasurer. Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Kimberley Driscoll moved to nominate Benjamin Winthrop for the Office of Assistant Treasurer. Charity Lezama seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Charity Lezama moved to nominate Kimberley Driscoll for the Office of Vice Chairman. Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Check Signers with Alternates

Debra Tucker, Acting Executive Director, informed the Board that with all of the changes in the Composition of the Board of Directors i.e. resignations and appointments, it is necessary for the Board of Directors to fill the vacancies of Alternate Check Signer and Counter Signer, Alternate Manual Check Signer and Alternate Voucher Signer as per the Salem Housing Authority By-Laws Article II, Section 11. Vacancies. See By-Laws attached hereto.

Benjamin Winthrop moved that the following individuals be designated as the designated check signers and alternates:

Check Signer: John A. Boris  
Alternate: Charity Lezama  
Counter Signer: Charity Lezama  
Alternate: Kimberley Driscoll

Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Alternate Manual Check Signer

Kimberley Driscoll moved that the following individual be designated as the Alternate Manual check signer in the event that the check signing stamp is out of operation:

Manual Check Signer: John A. Boris  
Alternate Manual Check Signer: Charity Lezama

Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Alternate Voucher Signer

Kimberley Driscoll moved that the following individual be designated as the alternate voucher signer for the checks that are signed with the check signing stamp:

Voucher Signer: John A. Boris  
Alternate Voucher Signer: Charity Lezama

Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Appointment of New Sexual Harassment Officer

Debra Tucker, Acting Executive Director, informed the Board of Directors that due to Maureen Call submitting her resignation as of April 30, 2019, it is necessary for the Board to appoint a new Sexual Harassment Officer.

John A. Boris moved to appoint Kimberley Driscoll as the new Sexual Harassment Officer for the Salem Housing Authority. Charity Lezama seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Designation of New Equal Opportunity/Affirmative Action Officer

Debra Tucker, Acting Executive Director informed the Board that due to the Resignation of Frank J. Milo as of March 19, 2019 it is necessary for the Board to designate a new Equal Opportunity/Affirmative Action Officer.

Charity Lezama moved to designate Benjamin Winthrop as the Equal Opportunity/Affirmative Action Officer in accordance with the Department of Housing and Community's Regulation 760 CMR 4.06. Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Appointment of New Alternate Contract Officer for Modernization Projects

Debra Tucker, Acting Executive Director, informed the Board that as a result of Frank Milo submitting his resignation, it is necessary to appoint a new alternate Contract Office all modernization projects.

Kimberley Driscoll moved to appoint John A. Boris as Alternate Contract Officer for modernization projects. Benjamin Winthrop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Amendment to the Section 8 Administrative Plan, Chapter 4 Relating to the Salem Housing Authority's Application Process and Use of a Centralized Housing Choice Voucher Waiting List

Debra Tucker, Acting Executive Director, presented to the Board of Directors the Amendment to the Section 8 Administrative Plan, Chapter 4 Relating to the Salem Housing Authority's Application Process and Use of a Centralized Housing Choice Voucher Waiting List.

Kimberley Driscoll moved to adopt the Amendment to the Section 8 Administrative Plan, Chapter 4 Relating to the Salem Housing Authority's Application Process and Use of a Centralized Housing Choice Voucher Waiting List as presented and authorize Debra A. Tucker, Acting Executive Director, to execute the same. Charity Lezama seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

GoSection8 Sub-License Agreement between the Salem Housing Authority and MassNAHRO

Debra Tucker, Acting Executive Director, presented to the Board of Directors the GoSection8 Sub-License Agreement between the Salem Housing Authority and Mass NAHRO.

Kimberley Driscoll moved to approve the GoSection8 Sub-License Agreement between the Salem Housing Authority and Mass NAHRO with an initial non-refundable license fee in the amount of \$4,344.00 and authorize Debra A. Tucker, Acting Executive Director to execute the same. Charity Lezama seconds the motion and the **roll call** vote is as follows:



Ayes

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Nays

**XI. Other Business/Late Communications**

John A. Boris, Chairman opened up the meeting to the public.

Kathleen Burke, 205 Bridge Street commented on the Centralized Waiting List and asked for clarification.

Gary Gill, Salem Heights, Salem, Ma commented on the Zisson Window Project and inquired as to where the funding was coming from. Debra Tucker the Acting Executive Director said that the project would be funded from the Pre-2004 Section 8 Fund. Mr. Gill commented on the trash strewn around and how it is always a mess in front of the Zisson Building and that there is no lighting in the hallway at the Zisson Building. Mr. Gill commented that they are always trash barrels on the curb. Charity Lezama said that she can check on who the barrels belong to on the sidewalk. John Boris said that the SHA will find out whose trash it is.

Calvin Young, 27 Charter Street commented and said that there are Historic Preservation Funds available for Zisson Project.

Gary Gill, Salem Heights commented and said that he spoke with Patty, CPA Committee and she said that CPA funds do qualify for Zisson Project.

Carol Lemieux, 27 Charter Street commented and said a few weeks ago the CSTA received a check in the amount of \$654.00 for the CSTA's 2019 Budget and that the CSTA and the SHA will turn the page and work together. John Boris said that we are trying to work together and that all the SHA requires is a budget that balances with supporting documentation. The CSTA and the SHA meet the first Monday of each month. Carol also said that she wants the SHA to give the CSTA enough notices on any changes that the SHA is going to make which will give the SHA and the CSTA a chance to work together.

Benjamin Winthrop said that he thought that having the Board of Directors for a Tenant Engagement Committee who would meet with tenants prior to the meeting and find out what their comments/concerns are would be a good idea. Ben said that the SHA and tenants can work together and form a relationship.

Charity Lezama said that this would allow the Board to set limits ahead of time and gain control over the meeting. There are so many issues at hand.

Calvin Young, 27 Charter Street, #307 said that the SHA may want to check the regulations and that the SHA has to give the CSTA thirty (30) days to respond when making any changes in policies/procedures or By-Laws which the CSTA would have an interest.

Jeff Cohen, 12 Hancock Street commented on solar energy and how cost effective and efficient it is and that the SHA should think about using solar power where appropriate.

## XII. Adjournment

Kimberley Driscoll moved that the Board convene into Executive Session at 7:13 p.m. to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. The Board will reconvene into Open Session at the conclusion of Executive Session. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

After meeting in Executive Session, the Board reconvened into Open Session  
At 7:40 p.m.

Kimberley Driscoll stated that after meeting in Executive Session the Board of Directors would like to make the following vote:

Kimberley Driscoll moved to approve an increase to the salary of Debra A. Tucker, Acting Executive Director up to \$125,000.00 retroactive to March 13, 2019 pending approval by the Department of Housing and Community Development. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

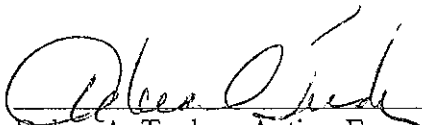
Kimberley Driscoll moved that the Board adjourn the Open Session meeting at 7:45 p.m.  
Charity Lezama seconded the motion and the **roll call** vote was as follows:


Ayes

Nays

Benjamin Winthrop  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Respectfully Submitted,

  
\_\_\_\_\_  
Debra A. Tucker, Acting Executive Director

  
\_\_\_\_\_  
Anne M. Cameron, Executive Secretary