

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

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, JUNE 12, 2019
6:00 p.m.**

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

II. Roll Call

Present

Benjamin Winthrop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (arrived
at 6:07 p.m.)

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

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Special Meeting held on Wednesday, May 15, 2019. Benjamin Winthrop seconded the motion and the vote was as follows:

Ayes

3

Nays

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IV. Communications

- MassNAHRO Newsletter
- Updated Waitlist

V. Reports of the Committees

Selection Committee

VI. Report of the Acting Executive Director

1 | Page Regular Board Meeting of June 12, 2019



Debra A. Tucker, Acting Executive Director informed the Board of Directors of the following matters:

- DHCD called Debbie and asked her if the SHA would assist in this year's property insurance program process for the Commonwealth's housing authorities and Debbie said "yes, the SHA would be happy to assist".
- Lorri DeFrancesco, Public Housing Administrator, submitted her letter of intent to Retire effective August 30, 2019. Debbie asked the Board if she should promote/hire a recertification manager during this interim period. The Board said could she could consider appointing an Acting Public Housing Administrator until the new Executive Director is hired. Ms. Driscoll asked how long Lorri had worked for the Authority. Debbie said that Lorri worked at the Authority for 25 years. Debbie said that Lorri told her that it was time to move on and enjoy her retirement.
- The Authority hired a part-time, temporary college graduate for summer to perform extra tasks.
- The Authority is out to bid for the replacement of the Fire Pump & Cradle at Charter Street. DHCD will oversee the project.
- After extensive research by DHCD, they have informed the Salem Housing Authority that they believe that the Salem Housing Authority is responsible for the repair, to the abutter's retaining wall adjacent to Bertram Terrace Terrace.
- Massachusetts Paid Family and Medical Leave Act – The SHA is considered Exempt as per Massachusetts NAHRO and per Christina Granese, Esq., Tinti, Quinn, Grover & Grey SHA's labor lawyers.

VII. Unfinished Business

- Selection Committee

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Kimberley Driscoll moved to approve the bills and transfers for the period May 1, 2019 through June 6, 2019 as presented. Charity Lezama 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

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for seven (7) months ending May 31, 2019. Benjamin Winthrop 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

2020 Five Year Capital Improvement Plan “Salem CIP-2020 – Salem Housing Authority -00109

Debra A. Tucker, Acting Executive Director, had presented the draft of the 2020 Five Year Capital Improvement Plan “Salem CIP-2020 – Salem Housing Authority-00109” for the years 2020, 2021, 2022, 2023, and 2024 at the Special Board Meeting held on May 15, 2019. She requested approval for submission to DHCD. Ms. Lezama asked if the order of projects could be changed in accordance with priority and Debbie said “yes, they could.” Ms. Driscoll said she wished that the SHA had more money for the 2020 Five Year Capital Improvement Plan. Debbie said she agreed.

Charity Lezama moved to approve the 2020 Five Year Capital Improvement Plan “Salem CIP-2019- Salem Housing Authority-00109 for the years 2020, 2021, 2022, 2023 and 2024 for submission to DHCD. Benjamin Winthrop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Quote for Carpet Replacement at Vacant Units as they become vacant or other units as necessary at various developments

Debra A. Tucker, Acting Executive Director, presented the Quote for Carpet Replacement at Vacant Units as they become vacant or other units as necessary at various developments. Debbie informed that Board that there was only one bidder. Edge Pro Flooring, Inc. has previously performed work for the Housing Authority and does a good job.

Benjamin Winthrop asked if the SHA checks into wage compliance for the companies who bid on the SHA projects. Debbie said "yes, and a company must submit completed payroll reports with invoices". Mr. Winthrop asked if the SHA checks with the Attorney General's Office as well. Debbie said that the SHA can look into doing that. Mr. Winthrop is concerned with wage theft. Ms. Driscoll said that you can include wage compliance language in the bid. Ms. Driscoll asked why there was only one bid and Debbie said that for many years it has been the same company bidding which is Edge Pro Flooring and she did not know why other companies did not bid on the project. Debbie said that although there had only been 1 quote received she feels comfortable recommending approval of Edge Pro Flooring, Inc.

Kimberley Driscoll moved to accept the lowest, responsive and responsible price quote of \$38.49 from EdgePro Flooring, Inc. Carpet Replacement at Vacant Units as they become vacant or Other units as necessary at various developments for one (1) year or the completion of \$30,000.00 whichever occurs first and to authorize that John Boris, Chairman execute the contract. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Quote for Interior Painting of Vacant One (1) Bedroom Units As They Become Vacant

The Acting Executive Director presented to the Board of Directors the price quotation for Interior Painting of Vacant One (1) Bedroom Units as they become vacant. Debbie informed the Board that she has checked their references and they were all good and recommended that the Board move forward. Debbie informed that Board that the company we have had for a long time did not bid on the project.

Charity Lezama moved to approve the price quote of \$560.00 per one bedroom unit for the Interior Painting of Vacant 1 Bedroom Units as they become vacant for one (1) year with a one (1) year option to renew at the Salem Housing Authority's sole discretion as per bid specification as submitted by Bay Shore Services Company, Inc. and to authorize John A. Boris, Chairman to execute the contract. Benjamin Winthrop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Mr. Winthrop asked for a complete copy of the specifications for the the Carpet Quote and Interior Painting Quote. Debbie said that she would send them to him.

Draft of the Salem Housing Authority Annual Public Housing Agency Plan for Fiscal Year 2019

Debra A. Tucker, Acting Executive Director, presented the Draft of the Salem Housing Authority Annual Public Housing Agency Plan for Fiscal Year 2019 for review by the Board of Directors. The Final Annual Public Housing Agency Plan for Fiscal Year 2019 will be presented for approval by the Board at the Regular Board Meeting on July 10, 2019.

Debbie introduced Jacqueline Guzman, Federal Programs Administrator to the Board and informed them that she will explain in detail to them the Salem Housing Authority Annual Public Housing Agency Plan for Fiscal Year 2019. Jacqui informed the Board that the Authority is making a few minor changes which have been hi-lighted in the attached plan. One of the changes Jacqui spoke about was giving local veterans preference. Jacqui answered all of the questions that the Board inquired of her relative to the Annual Public Housing Agency plan and changes thereto, in particular giving local veterans preference. The reason for the change is that Ms. Guzman was finding that she was pulling hundreds of applications for veterans and they were all over the United States and that they either already had housing or did not want to live in this area. Ms. Guzman said that the SHA wanted to serve its Salem veterans and amending the plan to give local veterans preference will assist the City of Salem's veterans.

XI. Other Business/Late Communications

DHCD Formula Funding Project No.: 258094, Change Order #1, Development No.: 705-2B, 117 Congress Street for replacement of concrete window sills and header, dryer vents repair, Exterior PVC trim at bathroom exhaust cap. and delete waterproofing membrane at tub surrounds.

Debra A. Tucker, Acting Executive Director, presented to the Board of Directors DHCD Formula Funding Project No.: 258094, Change Order #1, for Development No.: 705-2B, 117 Congress Street in the amount of \$36,356.56, and increasing the contract by an additional 258 calendar days for replacement of concrete window sills and header, dryer vents repair, Exterior PVC trim at bathroom exhaust cap. and delete waterproofing membrane at tub surrounds.

Ms. Driscoll asked if there was an increase in cost. Debbie said “yes, the increase is \$36,356.56.” Debbie also said that National Grid and the weather were the factors which held up the project requiring a time extension.

Kimberley Driscoll moved to approve Change Order #1, DHCD formula funding project #258094, Development No.: 705-2B, 117 Congress Street in the amount of \$36,356.56, plus an increase of an additional 258 calendar days for replacement of concrete window sills and header, dryer vents repair, exterior PVC trim at bathroom exhaust cap. and delete waterproofing membrane at tub surrounds and authorize Debra A. Tucker, Acting Executive Director, to execute said Change Order #1 as Contract Officer. Benjamin Winthrop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

DHCD Formula Funding Project No.: 258094, Window Replacement Certificate of Substantial Completion, Effective March 31, 2019, Development No.: (705-2B) 117 Congress Street.

Debra A. Tucker, Acting Executive Director, presented to the Board of Directors DHCD Formula Funding Project No.: 258094, Certificate of Substantial Completion effective March 31, 2019, Development No.: 705-2B Window Replacement, 117 Congress Street. Debbie informed the Board that the project is 95% complete.

Kimberley Driscoll moved to approve Certificate of Substantial Completion effective March 31, 2019, DHCD formula funding project #258094, Development No.: 705-2B Window Replacement (705-2B) 117 Congress Street and authorize Debra A. Tucker,

Acting Executive Director to execute said Certificate of Substantial Completion as Contract Officer. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Nays

Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Chairman John Boris opened up the meeting to the public.

Don Rivard, 27 Charter Street, #601

Mr. Rivard commented on the recycling issue and that Charter Street needs more bins. Mr. Rivard said that Ms. Tucker continues to dismiss the CSTA and that Chairman John Boris allow it. Mr. Rivard thanked Jacqui Guzman for helping him get into housing as he is a veteran.

Maryann MacCabe, 27 Charter Street, #1207 commented on the bathroom on the first floor of 27 Charter Street and that it is continuously being clogged.

Carol Lemieux, 27 Charter Street commented on the following matters:

- She is happy she become involved in the CSTA as she wants to make a difference.
- CSTA hiring an Administrative Assistant for 20 hours per week
- Using the Community Room for CSTA Meeting – Debra Tucker has asked "why don't they use the CSTA Office to hold meetings?"
- The CSTA claims that the SHA is throwing things out in the community room that are donated for the tenants use.

Calvin Young, 27 Charter Street, #307 commented as follows:

- Mr. Young stated that according to MGL Chapter 121B ch. 5 made the Charter Tenant Association the only entity that could recommend tenants to Mayor Driscoll for Board appointment. Mr. Young said that Mr. Boris sent out two contradictory letters confusing the matter.

Mr. Boris denied what Mr. Young said and stated what he did do.

Lorelee Stewart, 7 Barnes Road, Salem, MA

- Ms. Stewart commented as to why the windows at the Zisson Building are being replaced now and asked 'why weren't they done sooner'. Ms. Tucker replied to Ms. Stewart and told her that this project has been ongoing for several years and it is an expensive project and that the SHA did

not have the money to pay for the cost of project until a few years ago. The SHA had wanted to replace the windows at both the Zisson Building and Barton Square but it was too expensive. The project went out to bid last year and the scope was reduced to just the windows at the Zisson Building. Ms. Tucker also said that the Architect and Contractor have had to appear before the City of Salem for design approval. Ms. Stewart thanked Debbie for the explanation.

- Ms. Stewart commented on the bullying in housing situation and said that it is a serious issue and something needs to be done about it. Ms. Stewart said that if the SHA cannot help the issue to please call on some outside agencies. Ms. Tucker stated that the SHA is doing everything they possibly can at this point ie. meeting with the individual tenants on their complaints, meeting with Cheryl Robbins, Supportive Living Coordinator and has reached out to the Salem Police Department (Community Impact Unit) for assistance. Ms. Stewart said that tenants are in tears and the bullying situation is out of control. Debra Tucker replied that she and Lorri DeFrancesco met with every tenant who has had a complaint. There has been no proof to any allegations.
- Carol Lemieux said that she has seen the bullying and said that she feels she is being bullied.

Ms. Driscoll believes that the communication between the CSTA and the SHA has broken down. Ms. Driscoll said that we need to be kind and respectful. Ms. Driscoll said that it is necessary to form a Tenant Engagement Sub-Committee which meets prior to every board meeting to discuss issues, listen to the complaints of the tenants and solve problems. The Board agreed with Ms. Driscoll that this is essential. John Boris, Chairman, agreed to appoint a Tenant Engagement Sub-Committee. Charity Lezama and Benjamin Winthrop both volunteered to be a member on the committee.

- Pat Bresnahan, 27 Charter Street said that she had an issue with a tenant at 27 Charter Street. Pat said she brought to the SHA's attention and they addressed the issue immediately. Pat said that the tenant has not bothered her since the SHA addressed the issue. Pat thanked Debbie Tucker for doing a good job.

XII. Adjournment

Kimberley Driscoll moved that the Board convene into Executive Session at 7:15 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:

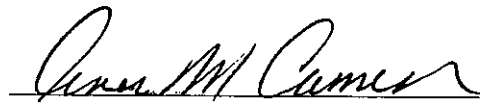
Ayes

4

Nays

Respectfully Submitted,


Debra A. Tucker, Acting Executive Director


Anne M. Cameron, Executive Secretary