



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

**MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, AUGUST 14, 2019  
6:00 p.m.**

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

**II. Roll Call**

Present

Benjamin Winthrop  
Sue Kirby  
Charity Lezama  
John A. Boris

Absent

Kim Driscoll (arrived at 6:05 p.m)

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

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

Benjamin Winthrop moved to accept the Minutes of the Special Board Meeting held on Thursday, July 29, 2019. Sue Kirby seconded the motion and the vote was as follows:

Ayes

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Nays

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**IV. Communications**

- June/July 2018 NAHRO Newsletter
- Waitlist Update
- Email dated August 6, 2019 from Jane Guy, Assistant Community Development Director, City of Salem to John Boris re: Annual CPA Request for Comment together with Fiscal Year 2019 Community Preservation Plan & FY18 Annual Report. The Annual CPA Request for Comment will be placed on the agenda in September of 2019 for Board Comments.



**V. Reports of the Committees**

There were none.

**VI. Report of the Executive Director**

Chairman John Boris introduced Cathy Hoog. Cathy Hoog said that she will be officially starting her position as Executive Director on September 3, 2019 but that she has already begun working for the SHA.

Cathy Hoog handed out her Executive Director Report together with attachments. Ms. Hoog reviewed her report in detail with the Board of Directors and had discussion. Please see Executive Director Report attached hereto together with attachments.

**VII. Unfinished Business**

There was no unfinished business.

**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 June 30, 2019 through July 31, 2019 as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Winthrop  
Sue Kirby  
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 nine (9)

months ending June 30, 2109. Benjamin Winthrop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Winthrop  
Sue Kirby  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Nays

**X. New Business**

Budget Revision #1 for Fiscal Year Ending September 30, 2019 for State Aided Housing Program Number 4001

Sue Kirby had a few questions relative to the budget revision particularly line 4510 and 4190. Debra Tucker said that she would be happy to get Karen O'Leary, Accountant on the telephone to explain and or answer any questions Ms. Kirby may have. Ms. Tucker called Karen O'Leary on the telephone. Karen gave the Board a detailed explanation of Ms. Kirby's concerns.

Kimberley Driscoll moved that the proposed Operating Budget for State-Aided Housing of the Salem Housing Authority, Program Number 4001 for fiscal year ending September 30, 2019 showing total revenue of \$3,146,437.00 and total expenses of \$6,097786.00 thereby requesting a subsidy of \$3,099,641.00 be submitted to the Department of Housing and Community Development for its review and approve. Charity Lezama seconded the motion which, upon **roll call**, was as follows:

Ayes

Benjamin Winthrop  
Sue Kirby  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Nays

Collection of Losses – Quarterly Write Offs through July 31, 2019 for State Developments 667 and 200

Debra A. Tucker, Acting Executive Director requested quarterly Board approval to write off accounts in accordance with Public Housing Notice 2017-17. After discussion amongst the Board and Debra Tucker, Acting Executive Director not feeling comfortable talking about a particular tenant in open session, the Board agreed to table the Collection of Losses Quarterly Write Offs through July 31, 2019 for State Developments 667 and 200 until the September 10, 2019 Board Meeting. The Board asked Ms. Tucker if she could find out some more information and get back to them. Ms. Tucker said "yes".

( ) moves to approve write offs through July 31, 2019 for State Development 667 in the amount of \$289.00 and 200 in the amount of \$4,945.47 in accordance with Public Housing Notice 2017-17. ( ) seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

#### Contract with All-Pro Snow Company for the 2019-2020 Winter Season

Debra A. Tucker, Acting Executive Director presented to the Board of Directors the Contract with All-Pro Snow Company, Inc. for the 2019-2020 Winter Season. After discussion amongst the Board, the Board made the decision to table the Contract with All-Pro Snow Company for the 2019-2020 Winter Season until the September 10, 2019 Board Meeting. The Board asked Debra Tucker and Cathy Hoog if they would do more research by reaching out to different contractors and/or Housing Authorities. Cathy said that she would be happy to reach out to her colleagues.

( ) moves to approve the Contract with All-Pro Snow Company, Inc. for the 2019-2020 Winter Season in the amount of \$107,940.00 and authorize John A. Boris to execute a contract. ( ) seconds the motion and **roll call** vote is as follows:

Ayes

Nays

#### **XI. Other Business/Late Communications**

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

Smoking continues to occur at 27 Charter Street in Tenants' Units. Mr. Young said that the smoking continues to affect the residents' health. Mr. Young would like to see if the SHA could come up with a system of fines. Kimberley Driscoll thought it was a great idea. The SHA gets many complaints about smoking in tenants' units.

Lindsey Morsello, 53 Broad Street commented on snow removal and past practices.

Don Rivard, 27 Charter Street commented on snow removal and the products All Pro Snow Uses to melt snow and ice as it leaves the sidewalks white. This may not healthy for the residents at any of the SHA developments. Mr. Rivard said that he would like to see a list of products used.

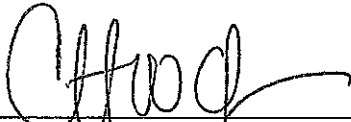
#### **XII. Adjournment**

Charity Lezama moved that the Board adjourn the Regular Meeting of August 14, 2019 at 7:27 p.m. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes  
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Nays  
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Respectfully Submitted,



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Cathy Hoog, Executive Director



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Anne M. Cameron, Executive Secretary