



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

Cathy Hoog, Executive Director

**MINUTES OF THE  
SPECIAL MEETING  
WEDNESDAY, NOVEMBER 20, 2019  
6:00 p.m.**

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

**II. Roll Call**

Present

Sue Kirby  
Charity Lezama  
John A. Boris

Absent

Benjamin Winthrop (arrived at 6:10)  
Kimberley Driscoll

Also Present: Cathy Hoog, Executive Director, Debbie Tucker, Assistant Executive Director, Anne Cameron, Executive Secretary, Jacqueline Guzman, Director of Leased Housing and Maureen Thomas, Director of Public Housing

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

Sue Kirby moved to accept the Minutes of the Regular Meeting held on Wednesday, October 9, 2019. Charity Lezama seconded the motion and the vote is as follows:

Ayes

3

Nays

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**IV. Communications**

- September/October 2019 Mass NAHRO Newsletter
- Email from The Mel King Institute dated October 20, 2019
- Updated Waitlist
- SHA Department Reports ( Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of October 2019)



**V. Reports of the Committees**

There were no reports of the Committees,

**VI. Report of the Executive Director**

- See Executive Director's Report Attached.  
Charity Lezama thanked Cathy for her E.D. Report and said that she appreciates it and that it's valuable.

**VII. Unfinished Business**

Continuation of discussion relative to the By-Laws of the Salem Housing Authority Tenant Engagement Committee.

**VIII. Recommendations of the Chairman**

There are 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 October 1, 2019 through October 31, 2019 as presented. Sue Kirby seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby  
Benjamin Winthrop  
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 twelve (12) months ending September 30, 2019. Benjamin Winthrop seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby  
Benjamin Winthrop  
Charity Lezama  
John A. Boris

Nays

**X. New Business**

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/19) and Year End Financial Statements (FYE 9/30/19) for Programs 4001 and MRVP

Cathy Hoog presented the Quarterly Operating Statements (Quarter Ending 9/30/19) and Year End Financial Statements (FYE 9/30/19) for Programs 4001 and MRVP and requested signatures for same.

Charity Lezama moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/19) and Year End Financial Statements for Fiscal Year Ending 9/30/19 for Programs 4001 and MRVP. Sue Kirby seconded the motion, and the **roll call** vote was as follows:

Ayes

Sue Kirby  
Benjamin Winthrop  
Charity Lezama  
John A. Boris

Nays

Sue Kirby had several questions on the financials. Cathy Hoog answered the questions she had and said that if she wanted to speak further with the accountants that she could do that.

Fiscal Year End 9/30/2019 Certification of Top 5 Compensation Form

In accordance with the request of DHCD Cathy Hoog submitted to the Board the Fiscal Year End 9/30/2019 Certification of Top 5 Compensation Form. Cathy Hoog will submit the Top 5 Compensation Form to DHCD together with said Certification.

Charity Lezama moved to certify and execute Fiscal Year End 9/30/2019 Top 5 Compensation Form as submitted by Cathy Hoog for the Salem Housing Authority to be submitted with year end documentation. Benjamin Winthrop seconded the motion and

the roll call vote was as follows:

Ayes

Sue Kirby  
Benjamin Winthrop  
Charity Lezama  
John A. Boris

Nays

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Charity Lezama moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Cathy Hoog, Executive Director for the Salem Housing Authority to be submitted with year end documentation. Benjamin Winthrop seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby  
Benjamin Winthrop  
Charity Lezama  
John A. Boris

Nays

Section 8 Management Assessment Plan (SEMAP)

The Executive Director explained the Section 8 Management Assessment Plan (SEMAP) to the Board. Jacqueline Guzman, Director of Leased Housing also talked about the plan.

Charity Lezama moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Cathy Hoog to submit said report to the Department of Housing and Urban Development (HUD). Sue Kirby seconded the motion and the vote was as follows:

Ayes

4

Nays

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Five Year Public Housing Agency Plan for Fiscal Year

Cathy Hoog, Executive Director, requested approval of Five Year Public Housing Agency Plan for fiscal Year 2020. Jacqueline Guzman explained/discussed the plan with the Board.

Charity Lezama moved to approve the Five Year Public Housing Agency Plan for Fiscal Year 2020 and authorize Chairman John A. Boris to execute the Certification of Compliance with PHA Plans and Related Regulations. Sue Kirby seconded the motion and the vote was as follows:

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

John Boris, Chairman asked how much revenue the Federal Public Housing Units generate. Jacqui Guzman replied: "approximately \$73,000.00". She stated that we have 39 units of Federal Public Housing. Cathy said that the revenue generated is placed into the Operating Funds and the funds are allocated from that point.

#### Wage Match Guidelines

The Executive Director presented the Wage Match Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2019-16.

Charity Lezama moved to approve the Wage Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2019-16 and to authorize Cathy Hoog, Executive Director and Chairman John A. Boris to execute the same. Benjamin Winthrop seconded the motion and the vote was as follows:

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

The Director also presented the Wage Match Guidelines as amended.

Charity Lezama moved to approve the Wage Match Guidelines as presented. Sue Kirby seconded the motion and the vote was as follows:

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

#### Contract Officer for all Modernization Projects

Charity Lezama moved to appoint Cathy Hoog, Executive Director, as the Contract Officer and Debra A. Tucker, Assistant Executive Director as Alternate Contract Officer for all Modernization Projects for the Salem Housing Authority. Benjamin Winthrop seconded the motion and the vote was as follows:

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

Certificate of Final Completion for DHCD Project #258094 Window Replacement, Venting, and related work at 117 Congress Street (705-2B)

The Executive Director presented to the Board of Directors Certificate of Final Completion for DHCD Project #258094 Window Replacement, Venting, and related work at 117 Congress Street (705-2B).

Sue Kirby moved to approve the Certificate of Final Completion for DHCD Project #258094 Window Replacement, Venting, and related work at 117 Congress Street (705-2B) as Presented and approved by the Architect, Garofalo Design Associates and authorize Debra A. Tucker to execute the same. Charity Lezama seconded the motion and the vote was as follows:

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

Application and Certificate For Payment #7 (Final) for DHCD Project #258094 Window Replacement, Venting and related work at 117 Congress Street (705-2B)

The Executive Director presented to the Board the Application and Certificate For Payment #7 (Final) for DHCD Project #258094 Window Replacement, Venting and related work at 117 Congress Street (705-2B).

Benjamin Winthrop moves to approve the Application and Certificate For Payment #7 (Final) in the amount of \$13,566.82 for DHCD Project #258094 Window Replacement, Venting and related work at 117 Congress Street 705-2B as submitted by Environmental Restorations, Inc. and approved by the Architect, Garofalo Design Associates and authorize Debra A. Tucker to execute the same. Charity Lezama seconded the motion and the vote was as follows:

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

Change Order #2 for DHCD Project #258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689)

The Executive Director presented to the Board of Directors Change Order #2 for DHCD Project #258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689), Cathy Hoog said that this Change Order was due to an extension of time.

Charity Lezama moved to approve Change Order #2 for DHCD Project #258110 Carpet Replacement and painting and Related Work at various developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689) to increase the contract by 125 calendar days due to extended materials lead time and installation of mailboxes at Pioneer Terrace and

authorize Debra A. Tucker to execute the same. seconds the motion and the vote is as follows:

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

Certificate of Substantial Completion for DHCD Project #258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689) effective August 30, 2019

The Executive Director presented to the Board of Directors Certificate of Substantial Completion for DHCD Project # 258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689) effective August 30, 2019.

Charity Lezama moved to approve Certificate of Substantial Completion for DHCD Project # 258110 Carpet Replacement and Painting and Related Work at Various Developments (667-2,667-3A, 667-3B, 667-4,667-5, 667-7B and 689) effective August 30, 2019, and authorize Debra A. Tucker to execute said Certificate of Substantial Completion. Benjamin Winthrop seconded the motion and the vote was as follows:

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

Annual Employee Appreciation Luncheon

Cathy Hoog asked the Board of Directors for approval to hold the annual Employee Appreciation Luncheon on Tuesday, November 26, 2019 from 12:00 noon to 2:00 p.m.

Charity Lezama moved to authorize Cathy Hoog, Executive Director to hold the annual Employee Appreciation Luncheon on Tuesday, November 26, 2019 from 12:00 noon to 2:00 p.m. at the cost of approximately Nine Hundred Fifty Dollars (\$950.00). Sue Kirby seconded the motion and the vote was as follows:

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

**XI. Other Business/Late Communications**

Billie McGregor, 205 Bridge Street she thanked Cathy Hoog for holding the Board Meetings at difference developments to give the tenants/resident a chance to experience what the Board talks about. Ms. McGregor said that it is important for the residents/tenants to attend the Board Meetings and be involved. Ms. McGregor said “great job”.

Calvin Young, President, Charter Street Tenants’ Association, 27 Charter Street – Mr. Young said that he would like to hand out the Charter Street Tenants’ Association News Letter to the Board.

#12 Pioneer commented that the tenants did not know about the Board Meeting and asked if the SHA could post the meeting notice at Pioneer Terrace. Cathy said that the SHA can definitely get the notice posted at Pioneer Terrace and did inform the tenants/residents that the notice of the Board Meeting is posted with the City Clerk, City of Salem and on the SHA’s Website at [www.salemha.org](http://www.salemha.org). Cathy also said that in December a list of the dates, time and location of all board meetings for the year 2020 will be listed in the Discussions of the Board and the Minutes of the Board of Directors.

John Conklon, 3B Pioneer Terrace said that there is a major trash problem at Pioneer Terrace and therefore there is very big rodent problem that need to be addressed. Cathy Hoog said that she is dealing with Waste Management and it is an ongoing matter. Mr. Conklon also commented about tenants/residents not taking up all machines in laundry room and have consideration for other tenants. Mr. Conklon also suggested having speed bumps installed down at Pioneer Terrace as people drive fast down at Pioneer Terrace. Cathy Hoog thanked him for his feedback.

Lisa Gilbert, 7E Pioneer Terrace complained about her mice problem in her kitchen. Cathy Hoog said that she would have maintenance go to her apartment and inspect.

Roland Nadeau, 10 F Pioneer Terrace informed Cathy of a big hold in the pavement down at Pioneer.

Ugene Collins, 4H Pioneer Terrace commented on the Parking Issues down at Pioneer Terrace. There are 100 Units and only 21 parking spaces. Cathy Hoog said that she is in the process of setting up meetings to discuss the parking situation and make revisions to the parking policy if necessary.

A resident complained about the stairs at Building 4, Pioneer Terrace were not constructed appropriately. Cathy said that she would investigate the matter.

A resident complained about the smoking in Building 7, Pioneer Terrace. Cathy said that she has been meeting with tenants about smoking on SHA Property and the ramifications of doing so and not abiding by the “Smoking Policy”.

Tenant at 12B Pioneer Terrace commented on the the Plowing of the Lots at



Pioneer Terrace. The City says that it is SHA's responsibility to plow and the SHA says it is the City's responsibility to plow.

Polly Jean, 4G Pioneer Terrace informed Cathy Hoog that she tripped on the stairs. Ms. Jean said that they are new stairs and Cathy said that she noticed the stairs and would investigate.

## XII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 7:40 p.m. to discuss to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Sue Kirby seconds the motion and the **roll call** vote was as follows:

Ayes

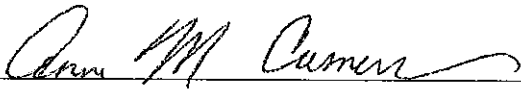
Sue Kirby  
Benjamin Winthrop  
Charity Lezama  
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary

