



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

Cathy Hoog, Executive Director

**MINUTES OF THE
SPECIAL MEETING
WEDNESDAY, JUNE 10, 2020
2:00 p.m.**

I. Called Meeting to Order at 2:00 p.m.

II. Roll Call

Present

Sue Kirby
Benjamin Winthrop
John A. Boris

Absent

Kimberley Driscoll (joined meeting at
2:10 p.m.)
Charity Lezama (joined meeting at
2:06 p.m.)

Also Present: Cathy Hoog, Executive Director and Anne Cameron, Executive Secretary, Gary Dean, Director of Maintenance and Debra A. Tucker, Assistant Executive Director.

III. Minutes of Previous Meeting(s)

Benjamin Shallop moved to accept the Minutes of the Special Meeting held on Wednesday, May 13, 2020. Sue Kirby seconded the motion and the vote was as follows:

Ayes

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Nays

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IV. Tenant Engagement

Gene Collins, Pioneer Terrace

Mr. Collins: He knows things have been very busy and everyone is doing double duty. Mr. Collins said that it is a little bit of a disappointment knowing that the sidewalks and entrance ways are not being done this year and that they are scheduled for next year. Cathy, Gary and I have talked about getting the Pioneer Terrace Tenants Organization Office up and running. A survey will be going out to the residents. We will try and get some information back to you as soon as we can. Welcome back Gary, I look forward to working with you. You have an outline of a plan for that back office area but it encompasses the whole area which is enough for 1 or 2 people if they are standing up. We will need some meeting space for at least 6 people. There are 6 Board Members so we will need some meeting space towards the back of the room. We will have to modify some things due to Covid. I have an outline and I hope that you and Gary will be



in agreement with it. I am appreciative of the cleaning that is being done and he looks forward to working with Cathy and Gary.

Gary Dean: We have a Community Room there. We can go take another look and I can show you what we have in mind.

Calving Young, 27 Charter Street

Mr. Young: The Pioneer Terrace Tenants Organization does have to meet in public as per the Open Meeting Law. We have a very good meeting on Monday, June 8, 2020 with the three tenants organizations and it was a very productive meeting.

John Boris and Cathy Hoog: thank you, Calvin.

Cathy Hoog: My E.D. Report was emailed to you on Monday. Please let me know if anyone has any specific questions or comments.

Sue Kirby: I know that we used a specific Environmental Company to do cleaning once but we have not used them again or did I miss something?

Cathy Hoog: We have utilized the company in a few different areas but not at every site. Our maintenance department has been managing that.

Gary Dean: The Maintenance Staff has been going to every property and the common areas at least 2 times per day. We recently purchased a reverse ionization machine that allows us to spray the disinfectant on and it kills anything within the 4 minute that it takes to dry. It is a reverse ionization process so it fogs it on to the different areas and is proven to be 99.9% effective for killing anything. It was an expensive machine and we purchased it because of the Corona Virus and it allow the maintenance staff to cover 2 or 3 times the ground. We continue to do the regular wipe down cleaning that we have been doing since March 13, 2020.

Cathy Hoog: We are in a little bit of a holding pattern with regard to our next steps in the process of day to day operations. We started Phase 2 in the State. The Housing Authority is continuing their day to day with the updates that I gave all of you. That is the position that we will remain in for at least a few more weeks and then we will have to revisit what the next steps are for our agency in terms of opening to the public. The first 2 weeks in July we will begin to implement changes in the day to day operations. I will keep you all posted as to what the plan is and what makes the most sense for everyone's safety.

V. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of May 2020)

Sue Kirby: I appreciate the trying out of different formats. The format is helpful than it was last. The first page one person did 47 work orders, one did 21. A lot of them are unassigned.

Gary Dean: Richie by nature is our on call specialist. During the day 90 percent of the time Rich has the service phone and also Michael is the second person responding to emergency calls. Michael or Kenny or Craig responding to the emergencies. There are only a few work orders next to the other men is because we are doing turn overs or we are doing outside work, cleaning and landscaping. Only one work order gets created for landscaping or cleaning and multiple inputs are put on the work order for multiple staff.

Cathy Hoog: Only urgent and emergency workorders are being responded to for the safety of everyone.

Sue Kirby: How long does it take between the time a unit is completed to getting a tenant in?

Gary Dean: That would be a question for Maureen Thomas but pretty quickly. Maureen does a good job filling the vacancy.

Cathy Hoog: The CHAMP system is a process. It takes time to submit all of the documentation. There are a lot of variables. During the pandemic, folks have the right to refuse the unit without any penalty and not lose their space on the list. We are trying to be patient. There are a decent amount of people willing to take the units. It depends on how quickly people can gather their documents and get them to us.

- Salem Housing Authority By-Laws as revised per Board vote on May 13, 2020
- Federal Annual Plan (Draft)
- State Annual Plan//Capital Improvement Plan (Draft)

VI. Reports of the Committees

- There were no reports of committees.

VII. Report of the Executive Director

- See attached report of the Executive Director

VIII. Unfinished Business

- There was no unfinished business.

IX. Recommendations of the Chairman

- There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

Sue Kirby moved to approve the bills and transfers for the period May 1, 2020

through May 31, 2020 as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

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 April 30, 2020. Benjamin Shallop seconded the motion and the **roll call** vote was follows:

Ayes

Nays

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

XI. New Business

Quote for Interior Painting of Vacant 1, 2, 3, and 4 Bedroom Units As They Become Vacant

The Executive Director presented to the Board of Directors the price quotation for Interior Painting of Vacant 1, 2, 3, and 4 Bedroom Units as they become vacant.

Cathy Hoog: We had a deadline for quotes for Interior Painting of Vacant Units. We submitted the result of those quotes to you this morning. We have 8 companies who submitted quotes. You did receive an email this morning with the price quote tabulation prepared by Debbie Tucker. The lowest quote was from Lou's Cape Ann Painting and it is spread out by bedroom.

Sue Kirby: This quote is for how many units?

Debbie Tucker: What we did is we went out to quote for one year with a one year option to renew that option to renew is at the solely discretion of the Salem Housing Authority so that we can evaluate the performance over the year and we also have the ability to terminate the contact if it is not satisfactory.

At the end of one year, depending on how much we have spent we do have the option to renew.

Sue Kirby: Have we ever used this company before?

Debbie Tucker: Cathy is familiar with this company. He has worked for other Housing Authorities.

Cathy Hoog: Lou's Cape Ann Painting is a sole proprietor and he has worked for other area Housing Authorities i.e. North Andover, Middleton and Gloucester. I have had the opportunity of working with him in North Andover. He has quality work and I have no complaints.

Kim Driscoll: Any idea of why there is such a wide range in the per unit quotes?

Debbie Tucker: The sole proprietors tend to be much lower and the bigger companies tend to come in at a much higher rate. As part of the bid package, we do prevailing wage rate and they do have to provide proof invoices and OSHA cards, bonds and they have to be insured. If they can comply and they don't have any bad references, we do go with the lowest quote. There is quite a disparity there.

Kim Driscoll: What is the difference between this bid and what we are currently paying?

Debbie Tucker: We did bid this a little difference this year to give us the ability to use him for multiple size units. Historically, we have gone out to bid for one bedroom units which is the majority of our properties which are elderly and we have more of them. Last year the lowest bidder was Bay Shore Services and they were at 560.00 for a one bedroom unit. I don't have any comparisons for a 2, 3 or 4 bedroom unit.

Ben Shallop: Is it realistic for 1 person to be doing all of this?

Debbie Tucker: We have had it in the past. We can certainly give it a try and if it doesn't work, we can terminate the contract.

Ben Shallop: I have a little bit of a concern that if we hire one person to do this and then they turn around and pay someone under the table to. If we think realistically a sole proprietor can handle this, great. If we think it can't be done realistically and that he would bring someone in and that person would be paid under the table. We will have to be cognizant of this.

Debbie Tucker: Gary will be checking in on the painter and if he finds there is someone else in the unit, they will be thrown off the property.

Gary Dean: If someone is on our property doing work, we will have the utmost control over them.

Kimberley Driscoll moved to approve the price quote for 1 (\$325.00), 2 (\$450.00), 3 (\$500.00) and 4 (\$550.00) bedroom units for Interior Painting of Vacant 1, 2, 3 and 4 bedroom units as they become vacant for one (1) year or the completion of \$25,000.00 with a (1) year option to renew at the Salem Housing Authority's sole discretion as per bid specifications and to authorize John A. Boris, Chairman to execute the contract. Sue Kirby seconded the motion and the roll call vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll
Charity Lezama
Kimberley Driscoll

XII. Other Business/Late Communications

John Boris: I would like to ask Charity and Kim if there is anything that they would like to have questions or comments on any item on the agenda as they joined the meeting late. Charity and Kim did not have any questions or comments

Cathy Hoog: Thanked the Board for their continued support. I want to take a few minutes at this time and give a shout out to the SHA Staff. It has been an incredibly unusual period of time over the past few months and everyone has come together and worked really hard to keep our business going and I am very proud of everything we have been able to accomplish under the circumstances. We are happy we are able to keep things moving along. It has been a rough few months and I am really proud of everything we have accomplished. I am grateful for everyone's support. Thank you very much.

Kim Driscoll: Team effort. Good job Cathy.

John Boris: Agreed

Gary Dean: Good team. It starts from the top.

Cathy Hoog: Thank you.

XIII. Adjournment

Charity Lezama moved that the Board adjourn the Special Meeting of- June 10, 2020 at 2:30 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,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary