



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

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 9, 2020
6:00 p.m.**

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

II. Roll Call

Present

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

Absent

Also, Present: Cathy Hoog, Executive Director and Gary Dean, Director of Maintenance, Debra A. Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Jacqueline Guzman, Director of Leased Housing and Maureen Thomas, Director of Public Housing

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Special Meeting held on Wednesday, August 12, 2020. Sue Kirby seconded the motion, and the vote was as follows:

Ayes

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

Nays

IV. Communications

- Correspondence dated July 7, 2020 from DHCD to John Boris, Chair regarding Gateway Cities Neighborhood Revitalization Award for Rainbow Terrace, Award of \$500,000.00



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

V. Tenant Engagement

John Boris, Chairman – First and foremost, please state your name and address. Secondly, we are going to keep this section of the meeting to 15 minutes. If an issue in any form or fashion is a maintenance issue, please address that with the Executive Director. I don't think it is appropriate that we talk about some of these things at the Board Meeting. Hopefully, everyone agrees with that. Does the Board have any questions?

Sue Kirby – We have certainly dropped the fact that this is a public meeting and people who are not tenants have some time on the agenda to speak or ask questions or make comments. I am bringing this up because I don't see any tenants here right now.

Cathy Hoog – It should be titled “Tenant/Public Engagement”.

John Boris, Chairman – Starting next meeting it will read: “Tenant/Public Engagement”. Any other questions or comments?

Cathy Hoog – I believe we have been taking public comments under this section as well. It only makes sense for us to entitle it Tenant/Public Engagement.

Judith Riley – made a comment: “Thank you for the title”.

Gene Collins – 4 Pioneer Terrace, Salem, MA. I don't have any real comments. I am just waiting to have things move on. The maintenance staff has been great.

John Boris, Chairman – Thank you very much. Any other tenant or others waiting to speak?

John Boris, Chairman - Do any board Members have any questions or comments?

Sue Kirby – I did notice there was a significant change in the Modernization Report. I am assuming that things that we voted on in the Annual Plan that was also our Capital Improvement Plan as well are in the Modernization Report.

Cathy Hoog – Debbie can chime in as well. There were a number of projects that have been stalled as a result of the pandemic and things are moving ahead slowly but surely so there are a lot more projects that are in motion. Debbie, I don't want to speak for you.

Debbie Tucker – That’s fine. These are the PHISH Projects that have been assigned a number and budget and are in various states of progress whether it is still in design or actually in construction. Our Capital Improvement Plan is at DHCD under review. It was submitted after the last Board Meeting along with our Annual Plan.

John Boris, Chairman – Any questions from the Board?

Sue Kirby – I do have another question. It is relative to the Contract for Financial Assistance that we will be voting on later in the meeting. There are only 3 things on there because they are awarding us the grants. There is a lot more here than that. Can you explain?

Debbie Tucker – Many of these projects could be years old. They are in various states. So many of these projects have been approved in various Capital Improvement Plans. This Contract for Financial Assistance that you will be approving tonight is awards from DHCD.

Cathy Hoog – Any time there is new award money coming into us we have to do an amendment to our contract For Financial Assistance (CFA) to show that the Board has approved to add this money to our CFA. All of the projects that you see listed have already been approved at some point in time, so they don’t require an amendment to the CFA, these 3 tonight are new projects and it is new money. Does that make sense?

Sue Kirby – Yes, it does. I am trying to reconcile all of the different projects. Further discussion ensure surrounding the Contract for Financial Assistance.

John Boris – Kim, before we move forward – do you have a question?

Kimberley Driscoll – I want to call attention to the communication from DHCD. Gateway Cities Neighborhood Revitalization Award for Rainbow Terrace. It is a really important opportunity to build in some additional amenities at Rainbow Terrace in this public space. I thought it was worth reading out loud this particular paragraph just so folks are aware because I don’t think everyone always gets the full packages with the back-up. Ms. Driscoll read a paragraph aloud from the letter. I am excited about this so thank you.

John Boris, Chairman – Any other questions or comments?

Cathy Hoog - Thank you for mentioning that. We are very excited about this award. We have a lot of work to do at Rainbow Terrace and the staff has been working really hard to manage the various different challenges that we have. This program will really help us to meet our goals to bring people together to create community and get people involved.

Kimberley Driscoll – It would be nice to get a timeline on this project and see what it looks like and get it implemented.

Cathy Hoog – This becomes a project, and it has been assigned a PHISH Number. It has become a modernization project. They will assign a house doctor and hopefully a landscape architect/engineer to work together with us to come up with design plans and a timeline. We will keep you posted on the modernization report.

Kimberley Driscoll – This is an opportunity to engage the tenants at Rainbow Terrace to help think about how we can build out the space that keep their needs in mind so if we can think about a robust engagement process.

Cathy Hoog – That is the placemaking part of it. We have to bring people together in this. I want to bring people together in this. It is the best way to build community and get people involved and get feedback. I would like to hear back from people on their needs and wants to make their neighborhood better. The property manager at Rainbow Terrace is getting to know people. We are getting a lot of feedback from people so it has been rewarding having staff down there. It is making a big difference.

Cathy Hoog – Does any one have any questions or comments on my Executive Director Report?

Benjamin Shallop - I want to touch base about the communication with tenants of Leefort Terrace again and what is going on. There has been some hyperbolic talk in some neighborhood Face Book Pages. Some of the tenants reached out to me and said that their mother was upset because she was going to be thrown out. I wanted to bring up how the communication with the tenants. No criticism. I think you have done a great job.

Cathy Hoog – I think it is extremely important that we continue to have open, solid communication and educate people along the way as to what we are finding, what we are not finding, how this process is going with regard to feasibility and what the status is. We have met up with Courbanize who have a software platform that specialize in providing communities with information about potential projects that may be happening. There is an opportunity for people to interact through a site and submit questions, comments, feedback, pictures, updates along the way of the process and we can post different updates. There are different avenues which include phone numbers for people to call and leave voice mails if they don't have a computer and text messaging components. It is an all inclusive platform that affords us this opportunity to share information with the community and the public and to receive information whether good or bad as we move further along in the project to engage people to the best of our ability and answer questions and hear people out with regards to what their concerns are. It is a process for sure and we are at the beginning stages. This is a high priority for the design team that we are sharing everything every step of the way.

Benjamin Shallop – I want to be particular considering that the hyperbolic talk may be impacting the stress level of the tenants. That is my biggest concern. Especially and

until recently I was their neighbor. Is there any way to get some folks to attend? You have done a great job.

Debbie Tucker - Cathy's plan of putting property managers at Leefort Terrace and Rainbow Terrace is really a good idea. There are two staff down at Leefort. The tenants appreciate having a face right there to speak to about their fear or worry of the elderly. I think that will improve relations and maybe calm some fears too.

Benjamin Shallop – Okay, good.

Cathy Hoog – The residents down at Leefort are accessing those property managers. They have received a good amount of calls about Leefort Terrace. The managers are regularly giving information when they have questions. I hear you loud and clear. I don't want anyone to feel nervous or frightened in any way, shape or form.

John Boris – Chairman – It is all brand new to everyone. The tenants have never experienced the full presence of staff on the larger developments. It is a wonderful thing that you have done Cathy. Any other questions or comments?

Kimberley Driscoll - If the residents knew they had 1 contact person, it would be helpful. The project has a long way to go. We are at the very infancy stages of the project. Residents will not be displaced without a home. That is not the way a project like this would operate. We want them to know that we want to improve the land and the space and add additional affordable housing with improved housing. It will take multiple years to get to that stage. I like the fact that they have one person to go to so that they know fact from fiction.

Sue Kirby - I wanted to bring up our experience and it makes sense with a senior building and trying to have our main source of communication go through the computer, however, it is not realistic. People will call and you can call them. If there was some regular paper communication that described the new stages that were coming up or just happened and then they know they could call someone or go to the office and talk to somebody. I think that whole piece of having things online works great for a different population. From my experience here, this population are not on Face Book or they don't have computers.

Cathy Hoog – That is a good point.

Sue Kirby – I don't think that anybody in Morency Manor knows that our property manager is at Leefort Terrace. I don't know how people know how to drop things off down there. There hasn't been any public assertion about that. At this point in time and I know it is because of Covid-19, it doesn't feel like we have property managers because we don't see them. We cannot walk in somewhere. Nobody picks up the phone. You call and then get a call back. There must be several other places where it isn't showing up that there is a new office and there is a property manager tenants should be utilizing.

Cathy Hoog – From our end it is showing up quite a bit. Our property managers are extremely busy and they are receiving tremendous amount of calls and feedback and interaction from the residents. I feel like the word we put out there is definitely out there and people are accessing their property managers. I am not sure if it is just an experience on your end. I can as without a doubt they are extremely busy and receiving a large number of interactions from the residents which is great. Due to the pandemic, we haven't been able to get them out at different sites because we have been hesitant to offer satellite hours with the current conditions. That was definitely in our plan prior to the pandemic. A lot of folks are sending in documentation in the mail, scanning documentation and emailing it. From my perspective, people are really accessing our mangers quite a bit.

Sue Kirby – It is great.

John Boris, Chairman – It is working without questions, Cathy. Any other questions or comments for the Director.

VI. Reports of the Committees

There were no reports of the Committees.

VII. Report of the Executive Director

See Report of Executive Director attached hereto.

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

Kimberley Driscoll move to approve the bills and transfers for the period August 1, 2020 through August 31, 2020 as presented. Benjamin Shallop seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

Sue Kirby moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for eleven (11) months ending August 31, 2020. Kimberley Driscoll seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

XI. New Business

Accounting Services Contracts

The Executive Director presented the contracts for accounting services to the Board. The accounting contracts are for a period of one year.

Kimberley Driscoll – Do we put these programs out to bid for accounting services: I don't have a problem renewing it for a year but I do feel like it is a worthwhile exercise to see who else is out there and vet tother firms at some point.

Cathy Hoog- We can certainly do that. Services of the nature are exempt because of the nature of the service as you know. We certainly can do that if the Board feels that that would be appropriate. I am in favor of working with them. They know our authority really well and they managed very well from what I can see. Are you suggesting at this point in time getting some more firms or not this year?

Kimberley Driscoll – I am happy to renew. I think that we should be planning or mapping out this process so that we can have a competitive review.

Cathy Hoog – It is not a bad idea at all. It is not necessarily a situation where we would have to accept the lowest bidder. The procurement of this could be put out as a Request for Proposals so that we are taking into account the experience of the firm and their references as well as their price.

John Boris, Chairman – Cathy, is it once a year that you renew this?

Cathy Hoog – Yes.

John Boris, Chairman – You will do some homework, Cathy for next year.

Cathy Hoog – We can do that now if the Board is more comfortable. It is a little late in the year but it isn't impossible to do it if that is the preference.

Kimberley Driscoll – I think for next year it would be good for us to map out a Request for Proposal process to vet who is out there I don't know this firm. They have been with us for a while. It is always good to make sure we are getting the highest quality at the best price. I am comfortable approving this approving this now with the goal of being in a position to map out an RFP next year. We may sign them up again but at least we will have gone through a process.

Kimberley Driscoll moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2020 through September 30, 2021 and authorize Chairman John A. Boris to execute said contract. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Charity Lezama moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2020 through September 30, 2021 and authorize Chairman John A. Boris to execute said contract. Sue Kirby seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

Legal Services Agreements

The Director presented the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2020 through September 30, 2021.

Cathy Hoog – If the same sentiment applies, Commissioner Driscoll, we can certainly issue an RFP as well. I have contemplated whether or not we want to hire an in-house attorney. It is a bit of a process and it is not necessarily easy to do.

Kimberly Driscoll – I would say two things, 1) I would be open to either of those proposals. I think we should renew it. Their hourly rate is affordable for lawyers with their skill set for sure. I don't see this as a reflection of the work they are doing.

Cathy Hoog – Not at all, they have been fantastic.

Kimberley Driscoll – If we are spending \$70,000.00 per year, you may be able to get someone in house to handle most of what we are doing. Most of what we are doing is not overly complex legal work. It may be worth considering. I will leave that up to you.

Cathy Hoog – I would like another year to re-evaluate that to look at the bigger picture in terms of cost and utilization. This year will be really different for us with regard to legal services and court proceedings. It would be comforting for us at this point to proceed with the contract renewal with Casey & Lundregan. They know us well. We are very pleased with them. They have done excellent work.

Sue Kirby – Can I ask what the differences in court proceeding will be this year?

Cathy Hoog – The Courts have been closed for many months so there will be a back log of issues to present and I am not certain how that will look, how it is going to go or how it will be organized.

Sue Kirby – Are we talking about mainly evictions? Further discussion ensued amongst the Director and the Board of Director surrounding this topic.

Sue Kirby moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2020 through September 30, 2021 for an amount not to exceed \$70,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. seconds the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Employee Performance Evaluation

Cathy Hoog explained the Employee Performance Evaluation process to the Board and

how the Board may submit their evaluation. Attached is a copy of the Employee Performance Evaluation that the Board agreed to use for the Executive Director.

Cathy Hoog – There are two options of how the Board would like to submit the evaluation. 1.) Each Board Member could complete one and submit it or the Board Members could submit their completed version to the Chair and the Chair could complete them into one evaluation based on an average of the scorings. It is up to the Board. We also sent everyone a copy of the October 19, 2019 vision minutes session that we had on a Saturday down at Charter Street. The goals that the Board had put together at that time were part of these minutes.

Sue Kirby – I need to access the October 19, 2019 Vision Session Minutes. Could you send them to me again?

Cathy Hoog – Yes, at this point the Board should discuss how the Board wants to submit it and it can be reviewed at the October Board Meeting.

Sue Kirby – I would like to see the Board gather them and have them synthesized through the Chair. I like that model. We are only commissioners as a group.

Kimberley Driscoll – I second Sue's approach which would be asking the Chair to combine our individual evaluation and come up with a summary. It gives everyone an opportunity to see where you're aligned on pluses and minuses. I support that approach.

Sue Kirby – Should we have a deadline?

John Boris, Chairman – It has to be within the next week. Evaluations are due on September 23, 2020. All Board Members were in agreement with submitting their evaluation to me by September 23, 2020?

Amendment #16 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,010,000.00: Rainbow Terrace Gateway Cities Neighborhood Revitalization award, Pioneer Terrace Creative Placemaking award and Covid Office Improvements

Cathy Hoog presented Amendment #16 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$1,010,000.00: Rainbow Terrace Gateway Cities Neighborhood Revitalization award, Pioneer Terrace Creative Placemaking award and Covid Office Improvements.

Charity Lezama moved to approve Amendment #16 to the Contract for Financial Assistance 5001 between the Salem Housing Authority and the Commonwealth of Massachusetts and to authorize that John A. Boris, Chairman, execute the Commonwealth of Massachusetts Standard Contract Form. This Amendment increases

the CFA by \$1,010,000.00 to a revised award of \$10,549,368.46 and expires June 30, 2023. The Amendment represents the following DHCD awards:

DHCD project #258062: \$500,000.00 for Gateway Cities Neighborhood Revitalization (Rainbow Terrace)

DHCD project #258064: \$500,000.00 for Creative Placemaking (Pioneer Terrace)

DHCD project #258165: \$10,000.00 for Covid Office Improvements

Sue Kirby seconded the motion, and the **roll call** vote was follows:

Ayes

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

Nays

PHA Board Resolution – U.S. Department of Housing and Urban Development

The Director presented the PHA Board Resolution to the Board of Directors. She will explain that it is a yearly requirement of HUD. The PHA Board Resolution basically states that the SHA will continue to use the budget for FYE 9/30/20 until the SHA receives the new budget guidelines.

Benjamin Shallop moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name-Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2020 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Kimberley Driscoll seconded the motion, and the vote was as follows:

Ayes

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

Nays

New Hire – Resident Service Coordinator

There were two (2) candidates selected to be interviewed for the open position for part-time Resident Service Coordinator. This position will be shared between the Salem Housing Authority and the Beverly Housing Authority. Cathy Hoog and Sue Carleton, Executive Director of the Beverly Housing Authority interviewed the 2 candidates. Cathy will present Jodi Smith to the Board of Directors.

Sue Kirby – When would Jodi Smith start?

Cathy Hoog – She would start on September 28, 2020

Benjamin Shallop – It is a full-time position?

Cathy Hoog – It isn't. It is 18 hours.

Benjamin Shallop – We have Jodi for 9 hours and Beverly has Jodi for 9 hours.

Cathy Hoog – yes

Charity Lezama moved to make a conditional offer of employment to Jodi Smith with a six (6) month probationary period for a part-time position (18 hours per week) as Resident Service Coordinator at an annual salary of \$35,000.00 with a start date of September 21, 2020. This position is a shared position between the Salem Housing Authority and the Beverly Housing Authority. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test and a favorable Criminal Offense Record Information (CORI) check. Benjamin Shallop seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

Bid Tabulation for Common Area Cleaning for 1 Year

The Director presented to the Board the Bid Tabulation for Common Area Cleaning.

Debbie Tucker – This company has had the contract for several years now. They do a good job. They are not debarred. We looked at the scope and really refined it. It differs a little bit. We have beefed up of the individual items that they will have to do. Two years ago, they won the bid at \$39,960.00. We did exercise the option to renew. We feel good about this and have changed the scope a bit and recommend that the Board approve it.

Sue Kirby – Ever since the LTO was organized at Morency, we have had several complaints about cleaning. The spottiness and the floors at various times. I am disappointed. The discussion ensued amongst the Board Members and the Executive Director surrounding the cleaning company.

Cathy Hoog – We revised the scope and fine-tuned the scope. We feel confident that a better job will be done.

Sue Kirby – Can you share the scope with the local LTOs so that we can be part of the evaluations?

Charity Lezama moved to accept the apparent lowest, eligible and responsive bid of Rafael B Cleaners in the amount of \$34,161.00 for Common Area Cleaning for 1 Year with one-1 year option to renew at the sole discretion of the Salem Housing Authority and authorize Cathy Hoog to execute said contract. Kimberley Driscoll seconded the motion, and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Sue Kirby voted present.

Bid Tabulation for Automated Laundry Services

The Director presented to the Board the Bid Tabulation for Automated Laundry Services.

Debbie Tucker: We have had this vendor for a while. This was a crazy looking bid. This bid is more about the money that the SHA will make. This is the commission on the washers and dryers that the tenant use. We have been averaging 50% which is very good but this time around they have sharpened their pencil and with this bid we will receive 68% which is a huge increase and is very good news. We will be getting some new equipment. Discussion ensued amongst the Board Members relative to this bid.

Sue Kirby moved to accept the apparent lowest, eligible and responsive bid of CSC Serviceworks, Inc, with a commission of 748% (68%) on all machines for Automated Laundry Services for 1 year with a one-3 year option to renew at the sole discretion of the Salem Housing Authority and authorize Cathy Hoog to execute said contract. Benjamin Shallop seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

Community Preservation Act

Fiscal Year 2020 Community Preservation Plan & Fiscal Year Annual Report for Comments/Input. The Board shall develop a consensus and put their comments in writing, no later than Friday, October 23, 2020. Cathy explained in detail the awards that the SHA received from the CPA.

Kimberley Driscoll - It is a feedback loop that is built into the process to make sure that the overall community can say "what are we investing in and are we investing in the properties that we think are important?" That is the feedback for the CPA Committee. It is a good process. They have spent a lot of money and have made some good investments. This year they have focused on affordable Housing.

2020 Federal Public Housing Flat Rents

Cathy Hoog, Executive Director, presented the 2020 Federal Public Housing Flat Rents and explain to the Board as to how the Federal Public Housing Flat Rents are determined.

Sue Kirby – What is the difference between State flat rents and Payment Standards?

Cathy Hoog – The Flat Rents apply to public housing and payment standards apply to Section 8 Voucher Program.

Charity Lezama moved to approve the following 2020 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2020:

1 Bedroom:	\$1,539.00
2 Bedroom:	\$1,869.00
3 Bedroom:	\$2,325.00
4 Bedroom:	\$2,534.00

Kimberley Driscoll seconded the motion, and the vote was as follows:

Ayes

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

Nays

2020 Payment Standards

Cathy Hoog, Executive Director, presented the 2020 Payment Standards and explain to the Board as to how the Payment Standards are determined.

Charity Lezama moved to approve the following 2020 Payment Standards, as submitted, effective fiscal year beginning October 1, 2020:

0 Bedroom:	\$1,568.00
1 Bedroom:	\$1,732.00
2 Bedroom:	\$2,102.00
3 Bedroom:	\$2,615.00
4 Bedroom:	\$2,851.00

Sue Kirby seconded the motion, and the vote was as follows:

Ayes

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

Nays

Section 8 Utility Allowance Study

Cathy Hoog, Executive Director, presented to the Board the results of the Section 8 Utility Allowance Study to become effective October 1, 2020 prepared by Jacqueline Guzman.

Sue Kirby moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2020.

Benjamin Shallop seconded the motion, and the vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

John A. Boris

Wage Match Guidelines

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

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

Ayes

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

Nays

XII. Other Business/Late Communications

Don Rivard, Charter Street, Salem, MA - I am sitting in for Calvin Young. A few things: Please send a copy of the Annual Plan to each of the tenant organizations together with any supporting documents. Please copy me and Carol Lemieux on the Notice of Meeting for all future meetings.

John Boris, Chairman -- Thank you all and please everyone wear your masks and be safe.

XIII. Adjournment

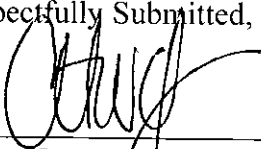
Sue Kirby moved that the Board adjourn the Regular Meeting of September 9, 2020 at 7:27 p.m. Charity Lezama seconded the motion and the vote was as follows:

Ayes


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

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant