



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

Cathy Hoog, Executive Director

**MINUTES FOR THE
REGULAR MEETING
WEDNESDAY, OCTOBER 14, 2020
6:00 p.m.**

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

This meeting was held via Zoom.

II. Roll Call

Present

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

Absent

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

III. Minutes of Previous Meeting(s)

Kimberley Driscoll moved to accept the Minutes of the Regular Meeting held on
Wednesday, September 9, 2020. Charity Lezama seconded the motion and the roll call
vote was as follows:

Ayes

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

Nays

IV. Tenant/Public Engagement

John Boris – do we have any tenants who would like to participate?



Cathy Hoog: We can also accept any comments from the public.

John Boris: If there is not anyone who would like to make a comment, I will move to the next item on the agenda.

V. Communications

- Mass NAHRO Newsletter – August/September 2020
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of September 2020)

VI. Reports of the Committees

There were no reports of the committees.

VII. Report of the Executive Director

- See attached report of the Executive Director

Cathy Hoog – if any Board Member has any questions or comments on my Executive Director's Report. I would be happy to answer them.

Sue Kirby - I have a few questions. Decreased office hours 8-3 p.m. How long will that continue for? I understand Maintenance is back to normal hours.

Cathy Hoog – We have had decreased office hours for some time now. I believe since March.

Gary Dean – In the Maintenance Department, we have split shifts. There is a group A and a group B so there will be less time that the maintenance men are around each other. So, we keep the groups separate.

Sue Kirby – Who is the Housing Specialist and what is his/her role?

Cathy Hoog – We hired Lilly Rojas a few months ago. We hired a Housing Specialist to become our guru of applications. She assists the Authority with Public Housing Application, Section 8 Applications, all the questions that come in relative to applications, the point person to assist applicants that their priorities and preferences are correct. Lilly has begun participating in the CHAMP Steering Committee with me. She will play a key role in that to the development of CHAMP and changes and new things that are being done with the CHAMP System. She will work in conjunction with the property managers to assist them with special projects and rental

payments. We really need someone who can be the application specialist and ideally play a key role in the community, give some workshops and work with local agencies to assist people on how to apply for housing. This is a really important position and Lilly is Spanish speaking and that is very helpful.

Charity Lezama – I was wondering if you have had any experience on a large scale in working with Courbanize. I have checked out their Website and it looks like a very interesting tool to work with.

Cathy Hoog – I am very excited about that. We have not got the site up their yet. We are meeting with them this month to try and finalize how we may want to set it up and hopefully role it out in October. They did a presentation for us. I have seen lots of projects advertised on Courbanize but I personally have not had any experience working with them. They have some projects right now in Beverly, MA as well as Cambridge, MA. The Chelsea Housing Authority utilizes them for their PEHO Project and they spoke very highly about that experience. I think it will be a highly, useful vehicle for us. I am really excited about using this platform to share with people everything that is happening. It is also a great platform to get feedback from people. The next steps are going to involve a lot of community involvement, community meetings. It is going to be a very useful tool and I am excited about it.

John Boris - Any other questions or comment ?

VIII. Unfinished Business

- Community Preservation Act – discussion/comments/suggestions

Cathy Hoog – We had an item agenda last month relative to the Board of Directors submitting comments to the CPA as party of their annual process to circulate their plan and ask for public comment. Last year I submitted a letter on behalf of the Board of Directors supporting everything that they are doing in the City and expressing the Authority’s desire to be a part of the program and submit an application and hopefully that would be considered. Thankfully, we did do that and we were awarded a good amount of money.

Sue Kirby – What was the application for?

Cathy Hoog – It was for a project at Phillips Manor. It is a very old building and it is brick and needs water proofing. The application was a fairly large amount of money and we received half of that. I am trying to think of ways to supplement that money. We have enough to get it started and designed and a portion of the construction can begin but ideally, we will get some matching dollars so that all of it can be done. If folks have specific feedback they want to submit, I can include that in the letter we submit. If not, I can create a letter of support like the one I did last year expressing our support and our overall mission and our passion for what we would like to try to accomplish in conjunction with the committee. If you have any specific thoughts or ideas that

you want me to include in that letter, I would be happy to do that. It does not have to be now. You can email it to me prior to October 23, 2020. They want the feedback by Friday, October 23, 2020.

John Boris – Any questions or comments on that?

IX. Recommendations of the Chairman

There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented the Bills and Transfers to the Board of Directors.

Sue Kirby – There are a few companies which do not recall. One is Nielson Siden Associates—

Cathy Hoog – That is an Architectural Firm. I am sure Debbie can expand on that.

Debbie Tucker - It is an Architectural Firm that is working on a roofing project that we have going on. at Bates and Norton Terrace.

Cathy Hoog – It is a bill they submitted for their design work.

John Boris – Any other questions or comments:

Sue Kirby moved to approve the bills and transfers for the period September 1, 2020 through September 30, 2020 as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors.

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 eleven (11)

months ending August 31, 2020. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

XI. New Business

Annual Submissions

Cathy Hoog informed the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above-mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October of 2019 and will need to be completed again in October of 2021.

The Director will also request that the Board of Directors and each staff member sign the following document as part of the Annual October Submissions:

- Sexual Harassment Policy

Sue Kirby - I do not see them in my packet.

Cathy Hoog - We can resend them.

Sue Kirby - That is fine, just resend them and I will sign them.

Benjamin Shallop - How are we getting these back to you? By mail or scan and email.

Anne Cameron - I believe email would be fine.

Benjamin Shallop - Okay, fine.

Cathy Hoog – You do not have to have the originals, do you?

Anne Cameron – A signed copy will be fine.

Cathy Hoog - We also have a document drop box at our Main Office if you are walking by and would like to drop them in there.

Legal Services Agreement

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

Sue Kirby - What type of legal services do they provide?

Cathy Hoog – This firm provides services relative to Union matters and any type of labor issues or any type of employee relations and things of that nature.

Sue Kirby - Are we expecting the labor relations to go on to next year?

Cathy Hoog – Any Labor Relation issue that come forward we would have them retained to assist us.

Charity Lezama moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Tinti & Navins for the period October 1, 2020 through September 30, 2021 for an amount not to exceed \$20,000.00 at an hourly rate of \$200.00 and authorize Chairman John A. Boris to execute said agreement. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Salem Housing Authority Work Order Procedure Policy

Cathy Hoog presented the proposed Salem Housing Authority Work Order Procedure Policy to the Board for discussion and review.

Cathy Hoog - We have 4 Maintenance Policies going before the Board this evening. They are all Maintenance Policies that needed some updating and tweaking. It has been awhile since these policies have addressed any of these in Salem and one of the policies was not in existence and that is the Ductless Mini Split Maintenance Policy. That is one that is required in order for us to take advantage of budget exemptions for having that type of equipment. We do have to have a maintenance policy in place to be able to accept that exemption so that is a positive thing. Cathy explained each policy and its intent. We did have the opportunity to talk to the tenant associations about these policies and their feedback was very helpful for us to put these together. A shout out to them for their assistance.

Sue Kirby – it is also good to advertise this during COVID-19 that it must be an emergency. The Tenants get asked when they call if it is an emergency. It is also on advertising this and talking about this because some people do not call when they should be calling and could cause damage if they do not call if there is an emergency so it is very good to have.

Cathy Hoog – I forgot to mention that on an annual basis the Housing Authority goes through a Performance Management Review where they take a hard look at our maintenance operations from soup to nuts and these policies are a very important part of that review. They expect us to have them. They expect them to be strong policies that we follow pre protocol. That is an important piece of all of this. I also want to thank Gary Dean for working with us and with the tenants to create strong policies and to hold this together. We appreciate him and everything he is doing.

John Boris – Thank you.

Sue Kirby – Is there a review Board? Who are the tenants that are a part of that review Board?

Cathy Hoog - We are looking for some tenants to be a part of that Board. If know of anyone who may be interested, please advise.

Sue Kirby - I will advertise that.

Sue Kirby moved to adopt the Salem Housing Authority Work Order Procedure Policy as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Salem Housing Authority Emergency Maintenance Policy

Cathy Hoog presented the proposed Salem Housing Authority Emergency Maintenance Policy to the Board for discussion and review.

Benjamin Shallop moved to adopt the Salem Housing Authority Emergency Maintenance Policy as presented. Kimberley Driscoll seconded the motion and the **roll**

call vote was as follows:

Ayes

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

Nays

Salem Housing Authority Maintenance/Miscellaneous Charges Policy

Cathy Hoog presented the proposed Salem Housing Authority Maintenance/Miscellaneous Charges Policy to the Board for discussion and review.

Charity Lezama moved to adopt the Salem Housing Authority Maintenance/Miscellaneous Charges Policy as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Salem Housing Authority Ductless Minisplit Maintenance Policy

Cathy Hoog presented the proposed Salem Housing Authority Ductless Minisplit Maintenance Policy to the Board for discussion and review.

Sue Kirby – What is a the Ductless Minisplit Policy?

Gary Dean– It is a heating system that we have at Bates and Norton Terrace. It is a wall mounted system that has both air conditioning and heat. There is a piece that sits outside. The policy that we wrote basically outlines how we maintain those.

Cathy Hoog – It is equipment that is more energy efficient. It is something that the State is really looking to see people install and go with these systems are different properties to save energy. In the Budge Guidelines, they are offering a budget exemption for those Authorities they have these systems so that is positive. As I mentioned, you do have to have a very strong maintenance policy. In place for managing these units because they are only as good as you maintain them. So, this is our policy ad we are presenting it to the Board for approval.

John Boris- Any questions or comments?

Charity Lezama moved to adopt the Salem Housing Authority Ductless Minisplit Maintenance Policy as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Section 8 - Repayments Collected 10/01/2019 -9/30/2020

Cathy Hoog presented the Section 8 Repayments Collected 10/01/2019 – 9/30/2020. The total amount collected is \$115,407.00. SHA retains fifty (50%) percent of \$115,407.00 which equals \$57,703.50.

Cathy Hoog – I want to commend the staff for a great job on their collection of repayments. This is not an easy task. It takes a lot of effort to manage this. We were able to collect a total of \$115,407.00 and the Federal Government allows us to retain 50% of the amount collected. I just want to commend them for the hard work that they do.

Public Housing Retro Rents Collected 10/01/2019 – 9/30/2020

Cathy Hoog presented the Public Housing Retro Rents Collected 10/01/2019 – 9/30/2020. The total amount collected is \$33,102.69. SHA retains fifty (50%) percent of \$33,102.69 which equals \$16,551.35.

Cathy Hoog – Kudos to the State Staff for collecting \$33,102.69. The State allows us to retain 50% of the amount collected. This is not an easy task. It requires a lot of time and energy. I want to commend them for all their hard work that they do to collect these monies.

Collection of Losses – Write Offs Through 09/30/20 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 6/30/20 per Public Housing Notice 2017-17.

Sue Kirby – That is for the whole year, correct?

Cathy Hoog – That is for the last quarter.

Sue Kirby moved to approve write offs through September 30, 2020 for State Development 667 in the amount of \$2,876.61 and State Development 705 in the amount of \$68.06 for a total amount of \$2,944.67 pursuant to Public Housing Notice 2017-17. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Roof Replacement at Norton Terrace (667-3A) and Bates Terrace (667-3B)

Cathy Hoog presented the bid results for Roof Replacement at Norton Terrace (667-3A) and Bates Terrace (667-3B).

Debbie Tucker- We went out to bid on the Roof Replacement for Bates and Norton Terrace. The lowest, responsive, and responsible bid for the project was One Way Painting and Roofing, Inc. They have been vetted by the Architect and DHCD has approved them and we are just waiting for Board Approval to replace the roofs at Bates and Norton Terrace.

John Boris – Any questions or comments for Debbie?

Benjamin Shallop moved to accept the lowest, responsive and responsible bid for Project #258148 Roof Replacement at Norton Terrace (667-3A) and Bates Terrace (667-3B) from One Way Painting and Roofing, Inc. in the amount of \$78,864.00 and authorize John A. Boris, Chairman to execute the contract. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Quote - Annual Single Audit (Three Years) and Agreed Upon Procedures (Three Years) for Fiscal Years ending 9/30/20, 9/30/21 and 9/30/22

Cathy Hoog presented the results of Audit Quote for fiscal years ending 9/30/20, 9/30/21 and 9/30/22 from Marcum, LLP.

Cathy Hoog – It is time for us to obtain quotes for our annual single audit which also includes our Agreed Upon Procedures. We sought our 3 firms approved by DHCD and we received one submission back from Marcum & Associates. They quoted us \$70,120 for 3 years.

Sue Kirby - Have we used Marcum in the past?

Cathy Hoog – Yes, we have used them. I have used them off and off for quite a few years. They are a top-notch firm. They were Guyder Hurley and they merged with Marcum I believe 2 years ago. They do a great job.

John Boris - You said \$70, 120.00 for 3 years. It says \$60,000.00?

Cathy Hoog – That is for the single audit. The AUP is an additional \$10,120 for the 3-year period.

John Boris – Any questions or comments?

Sue Kirby – When do they do that work?

Cathy Hoog – They start the Audit in February or March. It runs through March. It varies depending on how busy they are and how many audits they are doing. It is typically in that time frame.

Sue Kirby – it is for this year?

Cathy Hoog – It will October 1, 2019 through September 30, 2020 that they will be auditing.

Charity Lezama moved to accept the lowest, responsible, and responsive quote from Marcum, LLP. in the amount of \$70,120.00 for three years to conduct the Annual Single Audit (Three Years) and Agreed Upon Procedures (Three Years) for fiscal years ending September 30, 2020, September 30, 2021 and September 30, 2022 and authorize Cathy Hoog to execute a contract. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Annual Employee Appreciation Luncheon

Cathy Hoog will ask the Board of Directors for approval to hold the annual Employee Appreciation Luncheon on Tuesday, October 21, 2020 from 12:00 noon to 2:30 p.m. at the House of Seven Gables.

Kimberley Driscoll moved to authorize Cathy Hoog, Executive Director to hold the annual Employee Appreciation Luncheon on Tuesday, October 21, 2020 from 12:00 noon to 2:30 p.m. at the cost of approximately Nine Hundred Fifty Dollars (\$950.00). Charity Lezama seconded the motion and the vote was as follows:

Ayes

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

Nays

Cathy Hoog – Thank you for your support on that. I really appreciate that. It does not seem like much but getting together once a year and thanking everyone for all they do really goes a long way. Thank you for your support on that. I appreciate that.

Kimberley Driscoll – Please extend our thanks to all the employees. The regular day jobs are not easy but the regular day jobs in the world of COVID-19 add all kinds of extra complexities. We appreciate everyone commitment and dedication to the work. Yourself included.

Cathy Hoog – I certainly will extend that to everyone.

John Boris – Any other questions or comments?

XII. Other Business/Late Communications

Benjamin Shallop – I believe there is another item that we need to discuss before going into Executive Session.

Cathy Hoog – We had another item that came down the pike late. Debbie would you like to mention that?

Debbie Tucker – This is a project to replace the locks at Charter Street which are original to the building circa 1973 or 1974. They do not make parts anymore. In meeting with a locksmith and Architect on the project, it makes sense to have a proprietary spec on the locks to be used. It will not inhibit competition at all for the General Contractor but we feel it is important as far as keying and the way that this building is. We are looking for your approval on the Proprietary Spec.

Benjamin Shallop- I am not sure if this is relevant or not but I just wanted to let you know that we have just hired Derby Square Architects to design and AUD Unit on our house and we are moving forward on that.

Cathy Hoog – We will add a disclosure in the minutes. They were hired long before you hired them I/m sure so we will include it in the minutes that you disclosed that. I think that is all we need to do.

John Boris – Thanks Ben for telling us.

DHCD Project #258116 Lock Replacement at Charter Street

The Executive Director presented the Memorandum from Derby Square Architects to the Salem Housing Authority dated October 13, 2020 relative to the SHA using “Yale – NexTouch” Locksets as a proprietary product for the Door Hardware replacement at 27 Charter Street.

Kimberley Driscoll moved to approve the use of a proprietary specification for Yale Nextouch locksets for DHCD Project 258116 Lock Replacement at 27 Charter Street (667-5). Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

XIII. Adjournment

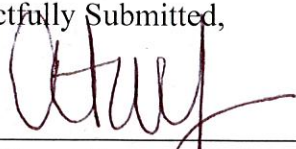
Charity Lezama moved that the Board convene into Executive Session at 6:45 p.m. to discuss strategy sessions in preparation with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. The Board will not reconvene into Open Session at the conclusion of Executive Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant