



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, MARCH 10, 2021  
6:00 p.m.**

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

**II. Roll Call**

Present

Sue Kirby  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Absent

Ben Shallop (Arrived at 6:28 p.m.)

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

This meeting was held via Zoom.

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

Kimberley Driscoll moved to accept the Minutes of the Annual Meeting held on Wednesday, February 10, 2021. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby  
Kimberley Driscoll  
Charity Lezama  
John A. Boris

Nays

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, February 10, 2021. Sue Kirby seconded the motion and the **roll call** vote



was as follows:

Ayes

Sue Kirby

Kimberley Driscoll

Charity Lezama

John A. Boris

Nays

**IV. Tenant/Public Engagement**

Steve Kapantais – 23 Wisteria Street, Salem, MA - The meeting notices for this meeting both of the City Calendar and on the SHA Website were not accessible. For those that are visually impaired or have a hard time reading, there is no link there to get to the meeting. There is a long set of characters that need to be copied and put into the Web. I think it is important to make the meeting accessible at one of those two locations.

My next comment is relative to Leefort Terrace and what was reported by the Developer trying to suggest what was being developed was 29% affordability. If there are 175 units going in 15 of which are scheduled to be affordable. That is 8.6%. That is below what we ask developers to do today in the City. This Board really needs to change that. We can't have a developer come in and actually lower the percent of affordable units across the City lower than we are today. I am hoping that this Board fixes that and I have questions about this Boards' Application for the grant money to DHCD. Did you report that to DHCD that this was going to be 29% affordable? Was it present to them as the factual number of 8.6%? Thank you.

Cathy Hoog – thanks for your feedback Steve, I appreciate that. At this point in time, there is not a set number of units for that project. We are in the beginning stages of feasibility and exploring what is possible. When the Housing Authority jointly submitted an application to DHCD for funding to explore feasibility for this project we had to come up with a potential figure that could be possible given what we knew about the site which was very little. At that point in time, what was presented was a conceptual site plan and that is all they asked for. Something that demonstrated that the

developer had the capability to put something together. What was initially presented to the State was a very conceptual ideology of a possibility. By no stretch a final number. We really don't have a unit count at this point. It is still early in the process.

Steve Kapantais – I can only stress that they increase the number.

Cathy Hoog – Thank you so much for your feedback.

John Boris – thank you. Are there any other comments or questions?

Don Rivard – 27 Charter Street – thank you for having the public engagement session during your meetings. I would like to point out that you have a lot of business to do afterwards and there are another dozen items on your agenda and many of these are of interest to the residents at 27 Charter Street and other locations and while we may be following your conversations there is no other opportunities for us to join in and give out two cents on things that you talk about that affect the residents. I would ask you to consider another session of open mic later in the meeting for us to ask questions or make comments.

Cathy Hoog – Thanks for that feedback Don.

## **V. Communications**

- January/February 2021 Mass NAHRO Newsletter
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of February 2021)
- Email from Jennifer Polito, Mass NAHRO regarding 2021 Virtual Conference Topics (See Page 4 Board Member Certification Webinar)
- Salem Housing Resident Resource – March/April 2021

Kim Driscoll – Could you share more about the Salem Housing Authority Resource Newsletter?

Cathy Hoog – this is a new newsletter that our Resident Service Coordinators are heading up. It is in its beginning stages and I am imagining that it will evolve. We will be putting this out on a monthly basis to share information with the tenants/residents about resources that are available to them and up and coming opportunities to get involved in and participate in programs and anything else that may be useful. We are asking our LTOs to help spread the word on this and share it with residents. It is a positive resource that we will be using going forward on a monthly basis.

Kim Driscoll – Did you say how this newsletter is being distributed? More communication is always good.

Cathy Hoog – we are trying a few different methods. We are asking LTOs to help us with that. We have some communication boards that we are posting it on. We sent out a notification that this is available and it will be in your building in a particular place if you want to pick one up. We are going to try delivering it door to door. We are going to experiment with it and see what works best.

Sue Kirby – We got it at our door in our building. Some of the buildings it is the only way to get it to people. I think it is the only way to get it to people because some people only come out of their unit once a week to do their grocery shopping at this point so having it in front of the door is the best way to do it.

Cathy Hoog – It varies from place to place. Some folks get a little aggravated by that. We get feedback but we are going to try everything we can to distribute that. Just do what works best. A lot of times that is just what it is dropping it at the door. It takes a lot of man power to do that. We are always looking for more efficient ways. The LTOs are a great help to us because they have a lot of great contacts in their developments and share a lot of information. That is always helpful too.

Kimberley Driscoll - Good work. Thank you.

**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 – Please let me know if you have any questions regarding my Executive Directors Report. I am happy to answer them.

Charity Lezama– I want to recognize the efforts the SHA went to for the vaccination clinics that you held. I have a few residents who are members at the Y that needed help in that process and your staff team were great and reaching out to them and assisting them with registration. I know it went a long way and I heard it on my end I hope you heard it on your end.

Cathy Hoog – thank you for that. We did hear it on our end. I want to give a shout out to everyone that was involved in that to make that possible. Our partnership with the City, the support from Mayor Driscoll, the Board of Health, all the staff here at the Housing Authority participated in one way or another getting this organized, preparing the sites to be able to manage this, working together to manage the volume of people. The registration process was relatively challenging but we had a lot of people helping to get people signed up. It was a great team effort all around and I could not be more pleased with the way it turned out and we did receive a tremendous amount of positive feedback from residents. I am really grateful. It has been a huge success. Thank you for that feedback. We are very proud of what we were able to do. At this point in time, we are evaluating whether or not we will do a 3<sup>rd</sup> clinic. We had 2 very successful clinics. There was one at Pioneer Terrace and one at Charter Street today. Depending on need and what we

have left for vaccination, we may need to try and pull together a 3<sup>rd</sup> clinic but it is unclear at this moment. I will keep you all posted on that.

Charity Lezama – Do you know how many people received a vaccination during those two clinics? I do not have the final numbers but we had close to 100 register today at Charter. We had close to 90 at Pioneer Terrace. It was definitely a success.

John Boris – Great job!

Kimberley Driscoll – I am curious if you can provide a very brief summary of the Leefort Terrace meeting and next steps. I had a chance to speak with both members Ben and Sue individually about the opportunity to make sure tenants bring more tenant voice to this project and also just curious as to what the next steps are with Beacon. I think that we have a really solid affordable housing partner in this effort and there is more due diligence to do and more work to do. We have 50 units that are under threat right now. They have not been renovated. They are showing their age. They are not accessible. There is an opportunity with support from the State and certainly bringing on a solid partner to not only improve those 50 units which are in danger of not being there for the next 50 years given their current condition so not only upgrading those and making them accessible, correcting many of the challenges we have in those building but also hopefully enhancing that with additional affordable units and some mixed income units. There is a Co-Urbanize site that has been set up to answer questions. There is a fair amount of misinformation at the last public hearing. It is hard. People are getting up to speed and there is a number of individuals who are engaged. Could you just share next steps Cathy so that we can keep up with information? I think that Co-Urbanize site is a good one.

Cathy Hoog – Co-Urbanize is a great site. Stay tuned on that. You can sign-up to receive updates. At a minimum of weekly, we are answering questions and comments that come in. There is a section called FAQs. If we get a lot of the same questions, we post that with answers. Anytime we have a community meeting, we post an update on Co-Urbanize and talk about that and a link to do the recording of the meeting. It is a great site to direct

people to if they are looking for information, looking for updates, looking for specifics on where we are at or they would like to submit comments. They can do that and be apprised of the process as we move along. We had a very successful community meeting on March, 1, 2021. We had close to 90 people in attendance. Folk had a lot of feedback. There were a lot of questions, concerns and comments. Our Development Team did a great presentation on where we are at, at this point in time, what we been able to evaluate this far with the site. We are in the very beginning stages as I mentioned earlier. We are starting to realize some possibilities and some things that are not possible. We presented an overview of what we would like to focus on, how we would like to make sure that the environmental concerns are addressed and the fact that Leefort Terrace is in a flood plain. This was something that we really wanted to address and talk about at length. It was a well-attended meeting and great to get all of that feedback. The next step would be to take everything into account and we are going to be meeting with DHCD to bring back where we are at this point time, what we are thinking could work given the feedback, the financials and the next step would be coming up with some conceptual designs and presenting again to the community and getting more feedback. There will be more opportunities for people to participate aside from the whole permitting process which is a way down the road. Folks are still going to have a lot of opportunity to come forward and submit questions and comments. A big concern that was raised by a lot of people that live at Leefort Terrace and I want to reiterate that our residents are protected. If this project comes to fruition, everyone will have an opportunity to be supported from beginning to end. From packing and moving to finding a new place and settling in and of course, first right to return if they so choose. Residents will not be displaced through this process if it comes to fruition. I just wanted to reiterate that. They will have support as this moves along.

Sue Kirby – I am wondering if there is some way to have any of the tenants be at the table while this is evolving through an election process. I don't know exactly how it fits into how your meetings are planned or any kind of

agendas that you have but it is always good to have that perspective at the table.

Cathy Hoog – We were hopeful that you might play a role in helping us get people involved. You are a perfect person to advocate on that end. Our first meeting was an in-person meeting that we had just for residents. We had a large space set up at Charter for tenants who were able to come. We issued a memo and a lot of information about what was happening and where we were and fact that you could call in if you had questions. We also had a meeting where tenants could come and about 12 residents attended and the feedback was great. People had concerns about where they would go and whether or not they would be displaced and the residents had a lot of feedback about the condition of the site. I think we are going to get folks to engage. If we could get a group of folks to participate on a regular basis, that would be fantastic.

Ben Shallop arrived at 6:28 p.m.

Sue Kirby – Let me know.

Cathy Hoog – I will.

#### **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

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

Charity Lezama moved to approve the bills and transfers for the period February 1, 2021



through February 28, 2021 as presented. 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

Cathy Hoog – The Fee Accountants are running a little bit behind. We do not have the Balance Sheet and Statements of Revenues and Expenses for period ending January 31, 2021. They are going through some changes in the office. Rick Fenton is retiring and they are doing some re-shuffling of folk and we have Theresa Ewald and our new fee accountant, Paul Pavia coming out next Tuesday to get acclimated. We should receive those Balance Sheets and Statements of Revenue and Expenses for the next Board Meeting. Apologies for that.

**XI. New Business**

Revisions to Personnel Policy

Cathy Hoog presented to the Board of Directors the proposed changes to the personnel policy. The revisions will include changes to Pages 9, 10, 12 and 17 of the Personnel Policy.

Tonight, I am asking the Board to consider some revisions to our personnel policy. They are minor changes. The main change is the compensatory time section and then we have some other language we have hi-lighted for your that is a bit outdated. Cathy went through each proposed changed and then answered the Boards questions. Sue Kirby had some questions surrounding the comp. time changes. This was discussed at length by Cathy and the Board.

Charity Lezama moves to approve the revisions to Pages 9,10,12 and 17 of the Personnel Policy as presented. Benjamin Shallop seconds the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Capital Fund Program – Five Year Action Plan

Cathy Hoog – Apologies, we do not have this prepared. We were hopeful that we would. The software program gave us a little bit of trouble and we are waiting and we are waiting for that issue to be corrected. We will have to present it the next month’s Board Meeting.

Bid for Door Hardware Replacement at 27 Charter Street (667-5), DHCD Project No. 258116

Cathy Hoog presented to the Board of Directors the low bid for Door Hardware Replacement at 27 Charter Street (667-5), DHCD Project No. 258116.

Debbie Tucker – We are excited for this bid. This is for the locks at Charter Street. They are original to the building currently. They really need to be upgraded. We bid this out as a base bid and then a couple of alternates to see what we could afford and fortunately we are asking for approval of the base bid and the two alternates.

Cathy Hoog – It is a nice upgrade for folks at Charter Street who want to use a keyless entry. They will have an option to use a key if they want to. The keyless fob makes it a little easier for the older folks or folks with disabilities.

Sue Kirby – why are we doing this? This is an expensive project.

Debbie Tucker – they are original locks and we can't find parts to them anymore and the locks are 40 or 50 years old. It is a good improvement.

Don Rivard – does the new system comply with the American Disabilities Act?

Debbie Tucker – yes it does.

Don Rivard – Can you describe how it would be different than the door knobs we have now?

Debbie Tucker – It will be a whole new lock set and you will have the choice to use a key or a key fob to get in.

Sue Kirby moved to accept the low bid of \$134,000.00 from MJS Construction Inc. for DHCD Project No. 258116 Door Hardware Replacement at 27 Charter St. (667-5). This represents base bid of \$99,500.00 plus Alternate #1 + \$9,500.00 for automated key fobs for 11 accessible units, plus Alternate #2 + \$25,000.00 for key fobs for 99 remaining units and authorize Cathy Hoog as Contract Officer to execute the same and authorize Cathy Hoog, Executive Director to execute the 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

Certificate of Substantial Completion effective December 3, 2020 for DHCD Project No. 25818 Replacement of Sprinkler Cradle and Pump System

Cathy Hoog presented to the Board of Directors Certificate of Substantial Completion effective December 3, 2020 for DHCD Project No. 25818 Replacement of Sprinkler Cradle and Pump System.

Charity Lezama moved to approve the Certificate of Substantial Completion effective December 3, 2020 as submitted by Rustic Fire Protection, Inc. and approved by C.A. Crowley Engineering, Inc. for DHCD Project No. 258118 Replacement of Sprinkler

Cradle and Pump System and authorize Cathy Hoog as Contract Officer to execute the same. 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

Certificate of Final Completion effective February 23, 2021 for DHCD Project No. 25818 Replacement of Sprinkler Cradle and Pump System

Cathy Hoog presented to the Board of Directors Certificate of Final Completion effective February 23, 2021 for DHCD Project No. 25818 Replacement of Sprinkler Cradle and Pump System.

Charity Lezama moved to approve the Certificate of Final Completion in the amount of \$9,315.36 effective February 23, 2021 as submitted by Rustic Fire Protection, Inc. and approved by C.A. Crowley Engineering, Inc. for DHCD Project No. 258118 Replacement of Sprinkler Cradle and Pump System and authorize Cathy Hoog as Contract Officer to execute the same. 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

Change Order #1 for Window Replacement at the Zisson Building

Cathy Hoog presented to the Board of Directors Change Order #1 for Window Replacement at the Zisson Building for approval.

Cathy Hoog – Represents money for painting the upper cornice pieces at the Zisson Building and \$6,340.00 for replacing window shades. Part of this change order is about a time extension. Anytime we go beyond the time that we set forth for a project requires a change order. The delays were caused by the Historic Commission Approval and the process that we had to go through to make this project happen. That often does take a lot of time and

then of course the Covid-19 Pandemic played a role in this project because we had to make some contact with folks. I tried to get some supplemental funding through CPA for this project. It simply did not qualify. It was seen as maintenance. We will be looking to use our Capital Fund Federal Program dollars to pay for this. It is an amount extended over the original budget. It is a very big project and a very expensive project but it will be well worth it. The windows are in very poor condition. It is a beautiful site in downtown Salem. It deserve to be preserved and taken care of not just because the history of the site but because people live there.

Sue Kirby – Is there a total on how much has been spent on this project?

Debbie Tucker – the low bid came in at \$296,250.00. That is right where we are now. Under \$300,000.00 and this change order will be the additional increase

Charity Lezama moved to approve Change Order #1 an increase in the amount of \$68,808.75 and 918 days, for the Window Replacement at the Zisson Building. This cost increase represents \$62,468.75 for repainting the upper metal building cornice and \$6,340.00 for replacing window shades and time extension due to delays caused by historic Commission approval and the Covid 19 Pandemic and authorize Cathy Hoog to execute the same. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll

Charity Lezama

John A. Boris

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

Cathy Hoog – Thank you for your continued support. So, thrilled we are able to start vaccinating folks. It is such a good time and I could not be more thankful for the Partnership with the City of Salem and the Board of Health. Thank you so much. I just wanted to acknowledge that we were able to do that through their support and partnership.

**XIII. Adjournment**

Kimberley Driscoll moved that the Board adjourn the Regular Meeting of Wednesday, March 10, 2021 at 6:50 p.m. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby

Benjamin Shallop

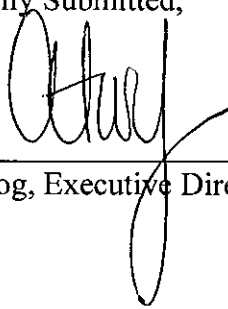
Kimberley Driscoll

Charity Lezama

John A. Boris

Nays

Respectfully Submitted,



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Cathy Hoog, Executive Director

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Anne M. Cameron, Executive Assistant