

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, JUNE 9, 2021
6:00 p.m.**

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

II. Roll Call

Present

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Absent

Benjamin Winthrop

Also Present: Cathy Hoog, Executive Director, Debbie Tucker, Assistant Executive Director, Gary Dean, Director of Maintenance, Anne Cameron, Executive Assistant, Jacqueline Guzman, Director of Leased 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, May 12, 2021, Charity Lezama seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement

Public Hearing Re: the Salem Housing Authority's Proposed Annual Plan for Fiscal Year 2022

An opportunity for the public and residents to offer feedback with regard to the draft Annual Plan. This is also an opportunity for questions and feedback from the Board of Directors.



Cathy Hoog – Tonight our meeting is also a public hearing for the SHA’s Annual Plan and Capital Improvement Plan. We would like to move that to the top of the agenda in the interest of time for the public that is participating, residents or anyone that is participating tonight and who would like to comment or has questions or anything they would like to share with us in regard to the SHA’s draft Annual Plan and Capital Improvement Plan. The Housing Authority did have an opportunity to meet with our local Tenant Organizations with regard to this plan. We received a great deal of feedback which was wonderful. I am going to summarize that after our public hearing tonight with any additional comments that we have. Board Members will receive a copy of all of that when we meet next. Do we have anyone participating tonight that would like to comment or ask questions.

Shannon Bailey – Leefort Terrace Tenant Association. We are new to the group. We have a couple of things that we wanted to bring up for the plans for the redevelopment of Leefort Terrace. Since it seems to affect us the most, right now anyway. We would like to request regular updates regarding the upcoming redevelopment here at Leefort Terrace. We hope to be in attendance with the redevelopment planning when we connect with the redevelopers. We would also like to address the parking issues that we are having here. We are having some severe flooding through half of our street. We have guests who come here whether they are home health aides or whether they are just guests. They are taking up much of the parking and the residents/tenants are having to park their cars in flood zones. We have a parking lot that we would like to make for these people and technically everywhere around here is residential parking. We would like to address that as well for our annual plan at Leefort Terrace.

Cathy Hoog – Absolutely. We can talk further about parking. There is a way that we can immediately help with that issue. There is no visitor parking there. If they do not have a sticker, they are not able to park there.

Shannon Bailey – No one is being towed. We are getting stuck having to park really far away and most of the tenants are elderly or disabled that live here. It can be challenging.

Cathy Hoog – Gary can you reach out to Todisco Towing please? Have them go over to Leefort and Circle around there and check it out. It sounds like there are a lot of folks parking where they shouldn’t be parking.

Gary Dean – Yes, I can do that.

Cathy Hoog – Great comments. Thank you, Shannon.

Shannon Bailey – Thank you.

Kimberley Driscoll – Welcome to the residence from Leefort Terrace. We are really looking forward to working with you throughout any of the work which is right now just a concept and a proposal in terms of improving housing at that site. We want to make sure that you know that you are an important partner in this effort. We do not want you to feel like this project is happen to you but rather with you. So, appreciate the short-term needs for sure and want to make sure we are addressing whether it is parking or flooding or other things that come up. Please know that

long term you have a Board that really values your participation and helping us shape and best understand how we can serve your needs as well as community needs as this housing proposal comes together. Thanks!

John Boris – Thank you.

Shannon Bailey – Thank you.

Cathy Hoog – Is there anyone else that has called in tonight that would like to make any more comments or have any questions with regard to our annual plan or capital improvement plan.

Luz Cornell – Morency Manor, Apartment 412

Based on a recent survey that we gave to the residents at Morency Manor, we compiled a list of maintenance concerns:

- Additional tripping hazard repairs (determined these were City sidewalks)
- Request a larger toilet for the main lobby bathroom.
- Requests for addition washer/dryer stackable in the laundry room
- Looking for updates on the planned security camera installation
- Repairs/painting to ceiling in the LTO office
- Handicap access to the dumpsters
- Evaluating the possibility of new closet doors in all units at Morency
- Cleaning for air filters in the kitchens and baths of all units at Morency
- The following capital improvement suggestions were made by the Morency LTO:
 - Walk-in shower tubs for all units
 - New carpeting in common areas where replacement is needed.
 - Security camera at front door to see who is at the door.
 - Higher low-flow toilets
 - New windows
 - Upgrades in kitchens and baths
 - Common area painting
 - Automatic door closers on fire doors

The following Resident Services were suggested:

- Library on wheels
- Gardening
- ESL Classes
- Arts/Crafts classes
- A ride share system
- Updated resident handbooks
- Hallway displays
- Free Wi-Fi for all
- Online rent payment system
- Implementation of new staff assigned to buildings

Morency LTO also thanked SHA for the monthly LTO meetings that take place and gave feedback that the meetings are working great.

Cathy Hoog – Thank you Luz. The LTOs do a great job reaching out to all of the tenants and all of the extra efforts you make to try and get people involved really ends up helping us with our process and making decisions around policies and annual plans and capital improvements so we really appreciate you as well. Thank you for everything you are doing to try and work together with us and help us make better decisions. We appreciate all of that very much.

V. Communications

Cathy Hoog – I want to take a minute to remind the Board Members that we have signed you up for a webinar on Saturday, June 12, 2021. This is the webinar for Professional Relationships for Board Members. It is from 9:00 a.m. to 12 noon.

Sue Kirby – We have not gotten a Zoom Link yet. Is it normal that we receive it at the last minute? Has anyone else received it?

Cathy Hoog – Typically they send it right when we register you. Did you receive a confirmation email?

Charity Lezama – We received an email from Anne saying that she had registered us.

Cathy Hoog – We will send you the link. Anne, would you please make note to check with Mass NAHRO on that.

Anne Cameron – Yes.

- May/June 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 May 31, 2021)

Cathy Hoog – Thank you. Do any Board Members have any comments with regard to the information in our department reports?

There are no questions or comments on the monthly department reports.

Kimberley Driscoll – I want to recognize the staff for putting those reports together. They are super helpful to give us a snapshot into the things that you are working on and some of the issues

that tenants have raised. I don't want you to think that because there are no questions or comments we don't value that information. Thank you.

John Boris – Thank you. Good point.

Sue Kirby – We used to get the maintenance work order reports that also included which buildings the repairs were taking place. I went back and looked at how long ago we stopped getting those and it was a while ago. I found that very helpful in terms of getting a feel for where in the city and what buildings there a lot of things were going on. It also on the side talked about the tenant charges. That was helpful information.

Debbie Tucker – I think I used to pull the reports a little differently. I can talk with Gary about that. Before Gary came on Board, it was slightly different.

Cathy Hoog – There is a number of different ways to pull the reports. The ones with more detail tend to be very long.

Sue Kirby – They were not very long. 2 or 3 pages.

Cathy Hoog – This report summarizes by program so that you can at least see how many work orders are in each type of different program but it doesn't give specific detail down to that level.

Gary Dean – We can pull it by development. It is just a matter of not having to white out all of the tenants' names. Debbie would sit with white out and white out all of the tenants' names because that takes a lot of time.

Cathy Hoog – There is a way that it can be edited out into an excel spreadsheet.

Gary Dean – Let me see if I can run it out by development next time.

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 – Does anyone have any questions or comments on the Executive Director's report? I did hi-light one positive thing in the report that we received a new grant which is great. We always like to hi-light that. We are going to be able to complete a water infiltration sooner at Charter Street sooner because of this grant. It is good news for the Charter Street Residents.

Kimberley Driscoll - One quick question – Can I get an update on the Zisson Building? The work going on downtown. Do we have an expected timeline for that to be completed?

Cathy Hoog – Yes, we do. Debbie, would you like to give a little summary on that. There was a little stall on that because of all of the pollen in the air. The pollen was complicating things.

Debbie Tucker – Sure, the Contractor had asked to postpone the exterior painting due to the pollen. All the windows had to be manufactured to specification but we are nearing completion. We are getting there and hopefully the staging will come down as soon as possible but the majority of the windows are all in.

Kimberley Driscoll – Is that October? Or in the next few months?

Debbie Tucker – I think in the next 2 months. We are waiting for an updating schedule from the contractor regarding those final few windows that have to be installed. Unfortunately, they need the lift to get to them. I don't expect that it would be more than a couple of months at the most.

Kimberley Driscoll - I just want to flag that there are some boards going across the sidewalk and the sooner we can get them out of there the better, I guess.

Debbie Tucker – Absolutely, it is a bit of an eye sore over there right now.

Cathy Hoog – I did communicate to the Contractor that we were concerned about the staging and how that is affecting people's ability to navigate around there. I think we need to reiterate the fact that that is an issue. There is no way that it is going into October. No, it can't.

Debbie Tucker – They are ready to remobilize any minute now or at least start with the painting. Hopefully, those windows will come in asap. Manufacturing got held up a lot during Covid-19 and after.

Cathy Hoog – That was a big part of the challenge. It took forever to get these windows.

Kimberley Driscoll – Thank you.

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 moved to approve the bills and transfers for the period May 1, 2021, through May 31, 2021, as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Kimberley Driscoll moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for Seven (7) months ending April 30, 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

XI. New Business

New Hire – Resident Service Coordinator Shared Position between Salem Housing Authority and Beverly Housing Authority

Cathy Hoog and Debra Roy, Beverly Housing Authority interviewed 3 qualified candidates for the position of Resident Service Coordinator. Cathy will inform the Board about Kathlyn's background and qualifications and request that the Board of Directors make a conditional offer of employment to Kathlyn Valianti.

Cathy Hoog – I am very pleased to present a new hire to the board members for our Resident Service Coordinator Position. We have had a few hires since we have received the grant. I am hopeful that this will work out for us. Her name is Kathlyn Valianti and we are very excited about Kathlyn. She has a great deal of experience working with seniors. She is a very positive, outgoing, and friendly person. I think she will fit in very well here at our housing authority. We had an opportunity to interview her together with the Executive Director of the Beverly Housing Authority and we both feel very strongly about offering her the position.

Sue Kirby – Is she leaving the place she was before or is she – I got a little confused at the top her. It looked like her last job ended in 2015 but then it says something about Genesis Health Care 2016.

Cathy Hoog – She is leaving Care One. It says 2016 to 2021. She is leaving Care One. She is leaving to come to us.

Sue Kirby – She has a good background.

Cathy Hoog – We are really excited about her. She seems like she has a great personality and a love for working with seniors.

Kimberley Driscoll moved to make a conditional offer of employment to Kathlyn Valianti 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 to be determined by the Executive Director. 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. Charity Lezama seconded the motion, and the **roll call** vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Communications/Data Easement Agreement Between the Salem Housing Authority and SIFI Networks Salem LLC

Cathy Hoog presented and discussed the Communications/Data Easement Agreement with the Board of Directors between the Salem Housing Authority and SIFI Networks Salem LLC.

Cathy Hoog – We put some information Communications/Data Easement in you board packet. We are excited. The City has contracted with SIFI Networks Salem, LLC essentially to provide a choice. Salem residents will have a choice. They will have another opportunity for a better cable network experience. It is 100% fiber network that is coming to Salem. In order for this to begin, as you can imagine, it is a huge project that will be happening throughout the city. Different homeowner and property managers have to buy into this. We have to agree to allow this company an easement to be able to provide these services to our residents. It would require a board vote. I presented the easement agreement in your board package. In order for us to work together with this company, we would need a signed easement agreement so that they could work together with us to begin construction when it is time to do so. As you can imagine there is going to be a tremendous amount of coordination to take place and a lot of discussion to take place

about the how's, the where's, the when's and what it means for people and when services will be available, etc. There is a lot that will have to go into this. This is the very beginning of getting all of that started. It is great in that people will have a choice for something beyond Comcast. Did I leave anything out Kim?

Kimberley Driscoll - I think you summed it up nicely and I think this is another option for residents right now. Comcast is really the only high-speed, internet provider. We know that Verizon is really growing out there with their 5G and they are not interested in bringing their FIOS Product here. So, as a city we put out an RFP and SIFI responded to that and they are building out through micro trenching a new, high-speed internet option for residents. In order to have access to it, they do need areas that will have to give SIFI an easement. In the public way, we have already negotiated that. On private property, they need an easement provided by the Housing Authority to enable residents to connect. We are also working with them on smart City options and how we can have more low-cost opportunities for residents of lower and moderate incomes. There is additional work that we need to do in that regard. This would enable people to have a lower cost option for a higher speed, internet.

Sue Kirby – Are they going to have to come into the buildings to wire individual apartments or is it just into the building?

Cathy Hoog – They will likely need to be in the building. The extent of everything they will be doing is not clear yet but highly likely yes.

Kimberley Driscoll - The Easement before us would authorize the Housing Authority to enter into an agreement so as those details get worked out. We will be relying on Cathy and Gary to be working on the details. This is us authorizing them to enter easements, as necessary. From my perspective, we want to support the access of additional high-speed, internet options at lower costs for residents.

Further discussion ensued amongst the Board Members.

Charity Lezama moved to approve the Communications/Data Easement Agreement between the Salem Housing Authority and SIFI Networks Salem LLC as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Kimberley Driscoll

Charity Lezama

John A. Boris

Discussion RE: Juneteenth Independence Day Being Observed by the Salem Housing Authority as a State Holiday.

Cathy Hoog – We put a copy of the Public Housing Notice relative to Juneteenth Independence Day from DHCD. The State has officially elected to adopt June 19 as a holiday. The Salem Housing Authority has an opportunity to do so if we would like. The Salem Housing Authority doesn't automatically get it as a state holiday because we are not technically state employees. We are quasi government employees. We are different from the city level. I thought it was a worthwhile discussion to present before the Board in order for us to adopt it as a holiday in our personnel policy and to observe that we would need a board vote. The way that the state is handling it is that if the holiday falls on a Sunday, the state employees get the Monday off. The way we handle holidays is that if it falls on a Saturday, employees will get the Friday off and if it falls on a Sunday, employees will get the Monday off. If we are interested in adopting this holiday, I would suggest that is how we do it. I am open to discussion, comments, suggestions, or questions.

Kimberley Driscoll – Was there any thought that if Juneteenth falls during the week, then it is a holiday but if it falls on the weekend it isn't? That is how the City and Schools are handling it. We certainly want to recognize and celebrate Juneteenth Independence Day but I also know how valuable and productive employees are especially at this time of year and if this is falling on a non-work day, we would now be providing another day off. I want to acknowledge the loss of productivity that comes with that. This is also something we would have to bargain with our employees. Not that I think they would turn down a day off but I am a little concerned about adding a holiday without having a full discussion.

Sue Kirby – Celebrating Juneteenth is awesome. It is an important message to the public and our learning about our history in the present. I do have concerns as Kim was saying about another day off. We could make this if it is on a week day then people have the ability to celebrate Juneteenth. I like the idea of celebrating it if it is a weekday then people can have the day off to go celebrate the day.

John Boris – That is also going along with what Kim said and the city employees. I would support that also.

Charity Lezama – I am supportive of recognizing the day. You stated in the paperwork, Cathy, that you recognize holidays if they fall on a Saturday, you have Friday off and if a holiday falls on a Sunday you have the Monday off. Is that your standard policy? Is that flexible?

Cathy Hoog – It is flexible. The way that our policy is currently written it describes the holidays if they fall on Saturday then we have the Friday off and if it falls on a Sunday, we have the Monday off. At some point there was a discussion about that and it was then incorporated into the personnel policy.

Charity Lezama – My vote would be that we treat it and recognize it as we do other national holidays in recognizing Juneteenth. That would be my opinion.

Kimberley Driscoll – I don't believe this is a national holiday yet. I think we would all like it to be. It is a State Holiday but it is not a National Holiday. It should be and I hope it will be. I support recognizing this as a holiday. Further discussion ensued amongst the Board.

Cathy Hoog – We do not have to have a vote. We can table it. I thought it was a worthwhile discussion tonight. I wanted to at least present it. DHCD took the time to create a Public Housing Notice and I thought it would be worthy of a discussion. Do we have a motion or do we think we want to table this?

Kimberley Driscoll – I would suggest that given Juneteenth falls on a weekend that we table it and consider it for next year so it give us a chance to discuss through our collective bargaining process then officially adding it to a contract. Again, celebrating the holiday for sure but doing it in a way that allows us to be a productive organization at a busy time of the year.

Sue Kirby moved to table the discussion on the observance of Juneteenth Independence Day until next year. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Discussion RE: The Continuation of In Person/Remote Board Meetings or only Remote Board Meetings

Cathy Hoog and the Board discussed whether they would continue remote board meetings or have in person board meeting or have a hybrid form of public board meeting. The conclusion was that whatever Governor Baker put into legislature would be what the Salem Housing Authority would follow. They did discuss having hybrid meetings wherein the meeting would be held publicly and remotely. For this to happen, there would have to be a platform and some logistics needs to be worked out. In the meantime, the SHA would follow Governor Baker's ruling on public meetings.

XII. Other Business/Late Communications

XIII. Adjournment

Kimberley Driscoll moved that the Board adjourn the Regular Meeting of Wednesday, June 9, 2021, at 6:44 p.m. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby

Kimberley Driscoll

Charity Lezama

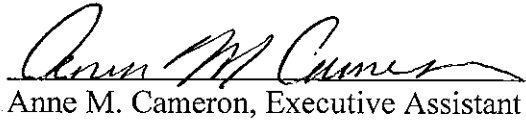
John A. Boris

Nays

Respectfully Submitted,

A handwritten signature in black ink that reads "Cathy Hoog" with a stylized flourish at the end.

Cathy Hoog, Executive Director

A handwritten signature in black ink that reads "Anne M. Cameron" with a stylized flourish at the end.

Anne M. Cameron, Executive Assistant