



John A. Boris, Chairman
Kimberley Driscoll, Vice Chair
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby, Second Vice Chair
and Tenant Representative

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, SEPTEMBER 8, 2021
6:00 p.m.**

I. Called Meeting to Order at 6:02 p.m.

II. Roll Call

Present

Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Sue Kirby
Kimberley Driscoll

Also Present:

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, August 11, 2021. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A.. Boris

Nays

IV. Tenant/Public Engagement

Don Rivard – 27 Charter Street, Salem, MA and President of the Charter Street Tenants Association.

1. Mr. Rivard finds it a disadvantage that at a development labeled elderly and handicapped you have to walk outside and around to get into the office when it is easier to access the office through the community room door. It would be helpful to unlock the community room door that leads into the office so that we are able to access the office and do our business. A number of people have asked me to speak to that issue.



2, Requested that the receptionist be managed more closely. There have been some complaints by tenants/residents in dealing with the receptionist when transacting business.

Cathy Hoog – Anyone in particular or both or general?

Don Rivard – it was a female.

Cathy Hoog – okay, thank you.

3. Parking has come up. We strongly support the good efforts that you have made about the parking arrangements. I think it is time to revisit the parking in employee spaces at night and on the weekends I would like to meet with Cathy some time in the near future to talk about it.

4. Thank you for supplying interpreter services for our meetings. It has been very, very helpful.

5. Thank you for copying our newsletter. You printed 150 copies both in English and Spanish. It may not have a lot of news in it but it is short and sweet.

Cathy Hoog – I thought so. I read it. It was great.

Don Rivard – It is nice to be back to play the role. That is all I have. Thank you for your attention to these matters.

Cathy Hoog – Thanks Don.

Cathy Hoog – Are there any other members of the public that would like to speak?

Cathy Hoog – It looks like Anne was having some technical issues so I don't think we will have her tonight

V. Communications

- Updated Waitlist
- Correspondence from the Department of Housing & Community Development dated August 11, 2021 to Chairman John A. Boris approving the Authority's Stage 1 application to the Public Housing Innovations (PHI) program.
- Public Housing Notice 2017—05 – Reminder – Local Housing Authority Mandatory Board Member Training and Step by Step Guide for the LHA Board Member Training.
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of August 2021)

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

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 Hoog presented the Bills and Transfers to the Board of Directors for approval.

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

Ayes

Benjamin Shallop
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 for Approval.

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for ten (10) months ending July 31, 2021. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A.. Boris

Nays

XI. New Business

Community Preservation Act – Fiscal Year 2021

Fiscal Year 2021 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 22, 2020. Cathy will discuss with the Board the awards that the SHA received from the CPA.

Cathy Hoog – One a year the CPA Committee presents their Annual Report looking for comments and input. We included a copy of that in your Board Packet. They are asking for comments in writing no later than Friday, October 22, 2021. I wanted to give you an opportunity now if you have any thoughts or questions or any comments you would like me to add. Typically what I do, is to put together a statement of support to the Committee that includes the Housing Authority's interest in working together with them to file potential applications for funding consideration. I will typically add in some support and encouraging words from our Board as well as myself and I can put in anything else that the Board would like. We do have some time to talk about this at our next Board Meeting. Maybe you need a little more time to think it over or I can accept some comments now as well.

John Boris – We can table the matter until the next meeting.

Ben Shallop – Can you repeat that? I did not hear what you said.

Cathy Hoog – It is not an item that we have to vote on. It is an Annual Plan so they are seeking comments.

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

The Director will present 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 9/30/21 until the SHA receives the new budget guidelines.

Cathy Hoog on an annual basis HUD requires us to present a Board Resolution which basically explains that the Housing Authority will continue to operate under the guidelines of our current budget until the new budget guidelines come out and we set our new budget for Fiscal Year 2022. It is one of those annual required forms that HUD asks us to complete.

Charity Lezama 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: 10/01/2021 and authorize Chairman John A. Boris to execute said PHA Board Resolution. Benjamin Shallop seconded the motion, and the

roll call vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A.. Boris

Nays

Accounting Services Contract

The Salem Housing Authority issued an RFP for Accounting Services. One firm responded to the RFP. That firm was Fenton, Ewald & Associates, P.C.

Cathy Hoog – The Housing Authority issued an RFP for Accounting Services. This is not required by the State. The Federal Regulations are more stringent. We do have to follow more stringent guidelines when it comes to certain contracts. We recently issued an RFP and we did have one response and that would be our current accounting firm Fenton, Ewald & Associates.

Cathy Hoog – It should say “State and Federal Programs” . We will add that to the Board Vote. That was inadvertently left off.

Benjamin Shallop moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state and federal programs** for the period October 1, 2021 through September 30, 2024 and authorize Chairman John A. Boris to execute said contract. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A.. Boris

Nays

Quote for Snow Removal at 10 Locations from November 1, 2021 through April 30, 2022

Cathy Hoog will present the Quote for Snow Removal at 10 Locations from November 1, 2021 through April 30, 2022.

Debbie Tucker – Cathy, Gary and I met with the Snow Removal Company that we had last year, Destefano Landscaping Snow Company and we were pleased with their work last year. They did submit a price to us and we met with them a few times and negotiated a price. We were happy

with their service and the price we tried to get it down in any way that we could. They did explain that labor costs have gone up , fuel costs and equipment costs, etc. We think we came up

with the best solution. Gary did a good study on how much snow we have been averaging and it looks like about 52 inches. What we have done is reduced this contract down to 50 inches of snow and 40 salting and sanding applications and then anything over 50 inches we asked for a price as well. We think that this is the best of all worlds here. Again, we were pleased. They were very responsive. Gary had a good experience with managing them. So, we present that tonight for the Board to approve.

Cathy Hoog – Does anyone have any questions on this? The pricing sheet is a little complex which is typical for now contractors.

Don Rivard – 27 Charter Street, Salem, MA In your discussions with DeStefano, are there any thoughts on the chemicals they are using (excessive amounts in my opinion) because the sidewalks are badly eroding from the salt while we do recognize the importance of safety while looking at the entrance to the building a lot of that is eroding.

Charity Lezama moves to approve a contract for Snow Removal Services at 10 Locations from November 1, 2021 through April 30, 2022 as negotiated with DeStefano Landscape Co. LLC as per the pricing sheet in said contract. Work will be billed per storm in accordance with quote pricing. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A.. Boris

Nays

2021 Federal Public Housing Flat Rents

Cathy Hoog, Executive Director, will present the 2021 Federal Public Housing Flat Rents and explain to the Board as to how the Federal Public Housing Flat Rents are determined.

Cathy Hoog - This is another annual task that we have and we have to present the Federal Public Housing Flat Rents. As you may remember, the Flat Rent is basically a percentage of the fair market rents. Those living in Federal Public Housing have the choice to either pay 30% of their income or the flat rent. This is a requirement by HUD. On an annual basis we do have to reset the flat rents. The Fair Market rents do change annually. These are our numbers for this year effective October 1, 2021 for 1-4 bedrooms

Charity Lezama moved to approve the following 2021 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2021:

| | |
|------------|------------|
| 1 Bedroom: | \$1,461.00 |
| 2 Bedroom: | \$1,764.00 |

3 Bedroom: \$2,182.00
4 Bedroom: \$2,392.00

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

Ayes

Nays

Benjamin Shallop
Charity Lezama
John A.. Boris

2021 Payment Standards

Cathy Hoog, Executive Director, will present the 2021 Payment Standards and explain to the Board as to how the Payment Standards are determined.

Cathy Hoog – this is another task of ours – Payment Standards. We present the Payment Standards for our Voucher Program effective October 1, 2021. Payment Standards are a combination of Fair Market Rents and Rent Reasonableness. We have listed Payment Standards for 0-4 Bedrooms. Jacqui Guzman, Director of Leased Housing is here to answer any questions you may have.

Charity Lezama – Jacqui did a great job last year.

Charity Lezama moved to approve the following 2021 Payment Standards, as submitted, effective fiscal year beginning October 1, 2021:

0 Bedroom: \$1,658.00
1 Bedroom: \$1,826.00
2 Bedroom: \$2,205.00
3 Bedroom: \$2,726.00
4 Bedroom: \$2,990.00

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

Ayes

Nays

Benjamin Shallop
Charity Lezama
John A.. Boris

Amendment #17 to the Contract for Financial Assistance 5001 in the amount of \$1,354,308.00

Cathy Hoog presented Amendment #17 to the Contract for Financial Assistance 5001 in the amount of

\$1,354,308.00. The reason for this amendment is that we have several items being added to our budget as listed to wit: Formula Funding Award in the amount of \$795,464.00, DHCD Project #258161 in the amount of \$225,000.00 Leefort Terrace Partnership to Expand Housing Opportunities II planning grant and DHCD Project #258166 in the amount of \$333,844.00 Charter Street HILAPP to address extensive water leakage. DHCD is playing catch up and adjusting our Contract for Financial Assistance.

Benjamin Shallop – Just for clarification - Is the amount of \$11,903,676.46 the correct amount? Or is it supposed to be \$1,903,676.46?

Cathy Hoog – Yes, \$11,903,676.46 is the new total of our revised award,

Charity Lezama moved to approve Amendment #17 to the Contract for Financial Assistance 5001 between the Salem Housing Authority and the Commonwealth of Massachusetts and to authorize that John Boris execute the Commonwealth of Massachusetts Standard Contract Form. This Amendment increases the CFA by \$1,354,308.00 to a revised award of \$11,903,676.46 with an expiration date of June 30, 2024. The Amendment represents the following DHCD awards:

FY2024 Formula Funding Award: \$795,464.00

DHCD project #258161: \$225,000.00 Leefort Terrace Partnership to Expand Housing Opportunities II- planning grant

DHCD project #258166: \$333,844.00 Charter Street HILAPP to address extensive water leakage

Benjamin Shallop seconded the motion and the roll call vote was:

Ayes

Nays

Benjamin Shallop

Charity Lezama

John A.. Boris

Bid for DHCD Project #258151 Hot Water Tank Replacement at Pioneer Terrace 667-4

Cathy Hoog presented to the Board of Directors Bid for DHCD Project #258151 Hot Water Tank Replacement at Pioneer Terrace 667-4.

Debbie Tucker – This is an upcoming project at Pioneer Terrace to replace all of the hot water tanks at Pioneer Terrace in the individual buildings. This went out to bid and the lowest, responsive and responsible bidder was Gilonna Plumbing and Heating Services and their bid was in the amount of \$194,100.00. DHCD approved them. The Engineer on the project, Nangle Engineering vetted them . We recommend approval of this bid so that we can move forward.

Benjamin Shallop moved to accept the lowest, responsive and responsible bid for DHCD Project 258151 Hot Water Tank Replacement at Pioneer Terrace 667-4 from Gilionna Plumbing & Heating Services, Inc. in the amount of \$194,100.00. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A.. Boris

Nays

Change Order #1 for the Security Camera Project

Cathy Hoog presented the Change Order #1 for the Security Camera Project to the Board of Directors for approval if the SHA receives prior to September 8, 2021.

Cathy Hoog – Apologies Board Members we felt that we were going to have this ready for you for this meeting and we were not able to pull this together quickly so we are going to have to table this until our next meeting.

Benjamin Shallop moved to table Change Order #1 for the Security Camera Project until the Regular Board Meeting of October 13, 2021. Charity Lezama seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
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 September 29, 2021 from 11:00 noon to 2:00 p.m. at The House of Seven Gables.

Cathy Hoog - Annually the Housing Authority has been hosting an Employee Appreciation Luncheon That is a tradition I have continued and would like to continue. In order to spend Pre-2004 monies we need to have Board Approval. The reason there is an approximate amount is because we are never really sure how many folks are going to be able to attend so we estimated around \$950.00 . That is generally what it would cost for a luncheon for all of our staff. It could be a little less. This year because of continued restrictions, it is not as bad as what we were dealing with last year but we are going to have a luncheon outside again at the House of Seven

Gables out on the grass. It is easier, safe and we are able to support a local organization. We are looking to have that at the end of September.

Charity Lezama moved to authorize Cathy Hoog, Executive Director to hold the annual Employee Appreciation Luncheon on September 29, 2021 at The House of Seven Gables from 11:00 noon to 2:00 p.m. at the cost of approximately Nine Hundred Fifty Dollars (\$950.00). Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop

Charity Lezama

John A.. Boris

Cathy Hoog – Thank you for your support on that.

XII. Other Business/Late Communications

Debbie Tucker – There is one item.

Cathy Hoog – Debbie had emailed out and if the Board is comfortable, it is a simple item. Debbie, will you give the Board a summary?

Debbie Tucker – Sure. At Colonial Terrace, we did a project a soffit and trim repair. There was a delay in CAP HUB which is a new computerized system and there was a delay with the Contractor getting it up on that system for us to be able to get it to you. This is the Certificate of Substantial Completion. The job is done but this is the first approval of it so there was a punch list with one item on it that was outstanding that was dated July 19, 2021 but that work has been completed so we are looking for approval of the Certificate of Substantial Completion and what that does is it excepts the project effective at 12 noon on June 29, 2021 and then there will be a Certificate of Final Completion in the future.

Cathy Hoog – Board Member you may remember it is a bit of a formality. As we get closer to the close of a project. DHCD requires us to submit a Certificate of Substantial Completion and then a Certificate of Final Completion.

Cathy Hoog – Thanks for supporting us on that item.

Benjamin Shallop moved to approve the Certificate of Substantial Completion as submitted for DHCD Project #258149 Soffit and Trim Repair Work at Colonial Terrace (667-2) effective at 12:00 noon on June 29, 2021. Charity Lezama seconded the motion and the **roll call** vote is as follows:

Ayes

Nays

Benjamin Shallop

Charity Lezama
John A.. Boris

XIII. Adjournment

Charity Lezama moved that the Board adjourn the Regular Meeting of September 8, 2021 at 6:34 p.m. Benjamin Shallop seconded the motion and the **roll call** vote is as follows:

Ayes

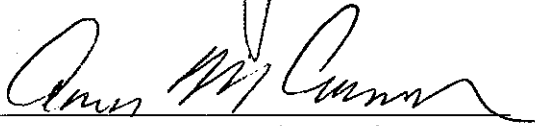
Benjamin Shallop
Charity Lezama
John A.. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant