



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, DECEMBER 8, 2021
6:00 p.m.**

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

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (arrived at
6:15 p.m.)

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

III. Minutes of Previous Meeting(s)

Cathy Hoog - There are no minutes in your packets. Apologies Anne Cameron has been out with a terrible head cold. We will present the Minutes of the Special Meeting November 17, 2021 and the minutes of the Regular Meeting of December 8, 2021 at the January 2022 Regular Board Meeting. Is everyone ok with that?

Benjamin Shallop – yes, I am okay with that.

IV. Tenant/Public Engagement

There was no Tenant/Public participants.

V. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal,



Modernization Report, Voucher Report, Resident Service Coordinator Reports
and Completed Work Orders for Month of November 2021)

Sue Kirby – Regarding the Rainbow Terrace Gateway Cities Walkway, Landscaping, Play Structures, etc. I was going through my stuff and I remember vividly talking about the redevelopment of one part of the terrace on Loring Avenue where they would build that into a Community Room. Is that different from this or is it part of this?

Cathy Hoog – When we originally submitted the application in partnership with Salem State University, we requested \$10 million and we were not funded for that original grant application. We were awarded \$500,000.00 so we had to scale down the scope of work quite a bit and what you see now is essentially what we could work in. with the \$500,000.00. It includes some landscaping, some improvement on the walkway and opening up the path from Salem State University and we are looking to incorporate a playground. We had to pare this down quite a bit from \$10 million to \$500,000.00 but we'll take it. That is why you see the change.

VI. Reports of the Committees

There are no reports of the Committees.

VII. Report of the Executive Director

See Report of Executive Director attached hereto.

Cathy Hoog – Does anyone have any questions on my report. I emailed that to you on Monday.

Kimberley Driscoll – I wanted to just check in on Covid and how staffing is. I know the report said there were no new cases which is great. We are seeing an up tick in the city and certainly among city staff so wanted to better understand and wanted to know if there was any knew mask compliance or additional protocol for it. We are giving some additional thought on that and wanted to get your take on that.

Cathy Hoog – We had a team management meeting last week and discussed this topic at length. All of our staff our masking , administrative, maintenance and inspectors. We never stopped asking the public to mask when they come into the office. Anyone who wants to mask during the day who is vaccinated can do so and it is encouraged. We are maintaining the masking behavior for now. We went over it at length and if someone appears to be sick or report that they are sick we come up with an alternative plan and reschedule with them Our answering service is still screening folks when they come in. We have had a few situations where people have communicated with us that they have Covid and

we communicate that with the staff in the field and that that is a unit that we should maintain distance from for a period of 14 days. There have been a few situations where we have had to go into units where tenants have had Covid but staff has taken the appropriate precautions when entering the unit. Staff has been doing really well taking precautions, wearing masks and washing their hands and doing their best to social distance and be responsible. As of right now we are in good shape.

Sue Kirby – I would like to continue that conversation but include the tenants in that.

Discussion ensued at length between the Board Members relative to Covid and the tenants and what protocols the SHA may be taking.

Kimberley Driscoll - is there a process that you have used in the past that you can mandate mask wearing in the buildings or are you following City mandates?

Sue Kirby – DHCD had some signs, etc.

Cathy Hoog - in the beginning of the Pandemic DHCD provided a lot of guidance to utilize depending on their specific situations. We did utilize some of the sample forms and we also made our own. We also made a decision on our own to require it and we had a decent amount of signage we put out. At this point, we are not requiring masking but we are in a place where we're getting close to doing so. I am in a position where most people feel comfortable wearing their masks when they go out to different sites and buildings. Everyone is wearing masks. We are at a different place now than at the start of the pandemic. We can certainly go that direction and at this stage of the game most people are really being responsible because they feel it is safer to wear it.

Further discussion ensued amongst the Board Members and Cathy relative to Covid and mask wearing at different SHA developments.

VIII. Unfinished Business

IX. Recommendations of the Chairman

- There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

The Executive Director presented the Bills and Transfers to the Board of Directors.

Charity Lezama moved to approve the bills and transfers for the period November 1, 2021 through November 30, 2021 as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

The Executive Director presented the Balance Sheet and Statements of Revenue and Expenses to the Board of Directors.

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 one (1) month ending October 31, 2021. Kimberley Driscoll seconded the motion, and the **roll call** vote was as follows:

Ayes

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

Nays

XI. New Business

Certificate of Substantial Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B).

Cathy Hoog presented to the Board for approval Certificate of Substantial Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B).

Sue Kirby – What is substantial completion as opposed to final completion?

Debra Tucker – The project is considered 95% complete and if it is new construction, you would be able to occupy the development at that point. They are 95% complete and the Architect has made the site visit and there is no punch list.

Charity Lezama moved to approve Certificate of Substantial Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B) effective as of noon on October 22, 2021 as submitted by the Contractor MJS Construction, and approved by the Architect, Raymond T. Guertin Architect. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama

Kimberley Driscoll

John A. Boris

Certificate of Final Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A and Bates Terrace (667-3B).

Cathy Hoog presented to the Board for approval Certificate of Final Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B).

Charity Lezama moved to approve Certificate of Final Completion for 258117, Selective Concrete Balcony Landing and Handrail Repairs at Norton Terrace (667-3A) and Bates Terrace (667-3B) and approve the final payment in the amount of \$12,938.35 as submitted by the Contractor MJS Construction, and approved by the Architect, Raymond T. Guertin Architect. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama

Kimberley Driscoll

John A. Boris

Certificate of Substantial Completion for 258116 effectives as of noon on November 22, 2021 for DHCD project #258116 Replacement of Locks at 27 Charter Street (667-5)

Cathy Hoog presented to the Board of Directors for approval Certificate of Substantial Completion for 258116 effectives as of noon on November 22, 2021 for DHCD project #258116 Replacement of Locks at 27 Charter Street (667-5).

Don Rivard – 27 Charter Street - He said a lot of questions remain about the sophisticated, state of art piece of hardware that has been installed at 27 Charter Street and so we made an effort to contact Hayden and they will be speaking to our group to clear up any misgivings that there may be on the hardware and the fobs.

Also, we are able to see every Board Members except for the Chairman. Would you arrange for the Chairman to be in the picture with you other than to the side? We never see him other than his hands. It would be nice to see his physical participation. Thank you.

Benjamin Shallop moved to approve Certificate of Substantial Completion for 258116 effectives as of noon on November 22, 2021 for DHCD project #258116 Replacement of Locks at 27 Charter Street (667-5). Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby

Benjamin Shallop

Charity Lezama

Kimberley Driscoll

John A. Boris

Nays

Maintenance and Miscellaneous Charges Policy (Revision)

Cathy Hoog presented the Maintenance and Miscellaneous Charges Policy (Revision) to the Board of Directors for approval.

Cathy Hoog -- Board Members speaking of the lock project we had to make a minor revision to our Maintenance and Miscellaneous Charges Policy to include the key fob because normally we just reissue keys because now, we have one development that has key fobs so we needed to update this policy to include the charge for replacing a key fob which is a little bit different than replacing a key. It is a little more expensive.

We did have an opportunity to discuss this at an LTO Meeting with the residents at Charter Street. They are aware of the fact that the fobs due cost a little more money to replace. How many did we issue in the beginning Debbie?

Debra Tucker – Each member on the household composition received one. If it was a single person, they received one and if it was a couple, they received 2 and then they have the ability to purchase additional ones for a son or a daughter or care taker.

Sue Kirby – that is what I was hoping for but it doesn't/t really say that in the revision. When I read it, if you lose one you may buy another key fob. There wasn't anything in there that said you could get an extra one. It doesn't say anything in there. As long as people can get it, I suppose it is okay.

Cathy Hoog – This policy doesn't address when people move in. This is just for Maintenance Miscellaneous Charges. So, if somebody loses a fob, it will be addressed in this policy. When they move in and they get a key fob at that time they have an opportunity of purchasing more so they are told at that point.

Sue Kirby – Thanks.

Sue Kirby moved to approve the revised Maintenance and Miscellaneous Charges Policy as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama

Kimberley Driscoll

John A. Boris

Surveillance Camera Policy

Cathy Hoog presented to the Board of Directors the Surveillance Camera Policy for adoption.

Cathy Hoog – Board Members as you may recall we had a relatively large project installing security cameras across multiple properties that the housing authority properties. It has been wonderful to have these cameras in place and we have already seen some drastic changes as a result. As part of this new project, it was strongly advised by our legal team that we put in place a surveillance camera policy and this is the policy that is presented before you this evening It is pretty basic.

Sue Kirby - I have some concerns about charging tenants a reasonable fee if they need to get the footage of the tape showing that someone backed into them, will they have to pay to get the footage?

Cathy Hoog – it says, “may be charged” . It depends. If is something simple, the housing authority could provide that pretty quickly. It depends on the circumstance but the majority of these things can be found relatively quickly. Most people know when something occurred or had a decent idea of when something occurred.

Charity Lezama moved to adopt the Surveillance Camera Policy as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama

Kimberley Driscoll

John A. Boris

The regularly scheduled meetings of the Board of Directors for 2022 are as follows:

Wednesday, January 12, 2022

Wednesday, July 13, 2022

Wednesday, February 09, 2022

Wednesday, August 10, 2022

Wednesday, March 09, 2022

Wednesday, September 14, 2022

Wednesday, April 13, 2022

Wednesday, October 12, 2022

Wednesday, May 11, 2022

Wednesday, November 09, 2022

Wednesday, June 8, 2022

Wednesday, December 14, 2022

All Regular Board Meetings are held at 6:00 p.m. All Board Meetings will be held via Zoom until further notice.

XII. Other Business/Late Communications

Kimberley Driscoll - I wanted to get an update on the Zisson Building. I saw the lifts back out on Essex Street. Is this painting or is this still window work?

Debra Tucker – yes, they had to come back and finish painting. It is taking up to five coats to cover in some places. The four oval windows that had to be specially manufactured are still delayed due to Covid. The contractor wants to be done as much as we want them to be done so they are really poking at the manufacturer. With the exception of the 4 oval windows, we should be complete very soon.

Cathy Hoog – They did demobilize for the month of October which spread that out a little bit. We wanted that to happen and it was important for them to come down in October for obvious reasons. There is a significant challenge for contractors to get windows or really anything.

I just wanted to mention to the Board that we did include an informational flyer for the Board about the Community Meeting next week. We have posted that on our website and on the City of Salem Website to cover us if Board Members would like to attend. We are very excited about it and a lot of good information is going to be shared and we hope a lot of folks come and attend and participate.

Kimberley Driscoll – Are we planning on moving our meetings to webinars? We want to flag that There was a recent School Committee Meeting that got Zoom bombed and I want to try and avoid us getting Zoom bombed. I think as we head into the next year, we look into using the Webinar Format. It is the same as Zoom but there is a stronger security format.

Sue Kirby - I understand Marblehead is meeting in person at this point. Is that an option for us?

Kimberley Driscoll - It certainly could be an option but I think given what we know about the current surge we still want to have this virtual tool to be able to participate from home.

Gene Collins – May I speak please?

Kimberley Driscoll – yes when I am finished commenting on the webinar format.

It is my understanding from the State Law that public bodies can continue to meet virtually and that is per the legislation that was adopted and it may be expanded. The city is going to suggest that public meeting are still going to have to maintain a virtual format so that people can participate from home. They will entail a requirement. It will not affect the housing authority but if we want to think about a hybrid format. Some people can be in person and some people can be participating virtually. That is a little tricky to make sure you are set up for that technology wise and to run a meeting with people in person and virtually. I don't know if we are ready to do hybrid at this point at 27 Charter Street know what we know now. I do hope that we can get together at some point.

Cathy Hoog – I agree with about the webinar format. It seems like a better and safer format for us. That is no problem at all for us to start move towards that.

Gene Collins – Pioneer Terrace

Thank you for allowing me to speak. I missed the first part of the meeting. Here at Pioneer Terrace, we are trying to maintain ourselves but our communication has not been the best. We would like to have the Board consider having speed bumps put on Pioneer Terrace in front of the Community Center. The residents are noticing that there have been an excessive amount of speeding going on and with people coming out of cars with groceries and so forth. These removeable speed bumps can be removed if there is a snow storm. They are all around the city and we would like to have that incorporated at Pioneer Terrace. We have asked for consideration and we are asking again for consideration.

The other think that we would like to ask is that we have noticed all of the construction that is going on in the Salem Street area but there has been no attention being paid to the parking lot we have within the complex. Now would be a perfect time to address the issue. We brough it up several months ago, to no avail. We are still looking for consideration on a 40-space parking lot. There is plenty of room over there and the area can certainly absorb a footprint for that. It has been measured out. We are not talking about a large area. I would like to bring those 2 items to the Board's attention and I would like a response getting back to the tenant as to what you think. It is a reasonable request.

The next thing I would like to bring up is that we were not invited to the meeting as a Tenant Association. I am confused as to what is happening here.

We also had our money removed. We are tying to figure out what is going on and we are not getting any communication. When we were using, the community room, we were asked to move out meetings to allow for the food pantry. We have done that. We have tried to cooperate.

On the surveillance cameras, we were talking about that at a meeting last week and where they were going to be. We are not aware of anything of that nature.

The other think is the maintenance issue. All of the hallways at Pioneer Terrace had leaves in them. We had a contractor that would come around whenever they could to clean the hallways. That is not being done and we have not had an answer on that. these are all questions that I am asking so we would like some answers. I am at a standstill. I am trying to be cooperative but there seems to be no give or take so I am bringing this to the Board level make mention of these things.

Cathy Hoog – that was a lot of content their Gene. I think there is a lot of stuff that would be helpful for me to speak with you directly.

Gene Collins – Well, I think that the Board should be aware. I don't think that any other LTO has gone through what we have gone through. They are all here now so you can ask them. Have they been asked to present their board members?

Discussion ensued at length between the Board Members, Cathy, and Mr. Collins.

Cathy Hoog - Any further questions from the Board.

Kimberley Driscoll - I think it would be helpful, Cathy as you suggested, if you could meet with Gene and report back to us. In Gene's comments there were some maintenance concerns about leaves and some concerns about the roadway which is actually a city roadway out in the front and the parking lot which I can't recall if that is City owned or SHA owned.

Cathy Hoog – City owned parking lot. Gene reached out to someone in the city about it.

Kimberley Driscoll – maybe we can get of list of the issues so that we can be aware and how to act on the issues that we can.

XIII. Adjournment

Kimberley Driscoll moved that the Board adjourn the regular meeting of Wednesday, December 8, 2021 at 6:56 p.m. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama


Kimberley Driscoll

John A. Boris

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant