

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, FEBRUARY 09, 2022
6:00 p.m.**

I. Called Meeting to Order at 6:16 p.m.

This Meeting was held via Zoom Webinar.

II. Roll Call

Present

Benjamin Shallop
Charity Lezama
John A. Boris

Absent

(Vacant Seat)
Kimberley Driscoll

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

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, January 12, 2022. Benjamin Shallop seconded the motion and the **roll call** vote is as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement

Cathy Hoog – We have our Board Meeting in a different format this month. We are in a webinar format so if there are any members of the public or residents attending tonight, please raise your hand and we can call on you.



Shannon Bailey – I wanted to briefly touch on the meeting we had had with housing, the City of Salem and Beacon. It has come to our attention here that we have determined we believe we need a lawyer to make sure our interests have been met and needed. Our intention here is that we are going to be requesting a meeting with Mayor Driscoll regarding funding to get this lawyer. All the redevelopment projects in Boston that have gone through this all had lawyers and we feel like we should have none less than what they have had to make sure our needs have been met. We are feeling that nothing has been met regarding our needs thus far. I am not saying things will not change but we need to express our interests here. We are going to be discussing getting money from ARPA or the CVBG (?) Funds regarding that. I just wanted to put it out there that this was going to be our intent from here on out moving forward with this redevelopment project should it move forward.

Cathy Hoog and Board Members – thank you for the update.

Charity Lezama – She did not state her address. I just want to have that for the record.

Shannon Bailey – Yes, it is 32 Leefort Terrace, Salem

Veronica Faustino – I live at 64 Rainbow Terrace, Salem, MA – I am wondering in terms of the roles on the Board I think at some point there may have been a vote to have a limit on the Chair's term and I wanted to know what the status is on that at this point. Thank you.

Cathy Hoog – Yes, the Board Members voted to have a limit on the terms of the officers and from memory it was two consecutive terms. The Chairperson shall not serve more than two consecutive terms. A commissioner may serve more than two terms as Chairperson if separated by at least two years. Is that the one you are referring to Veronica?

Veronica Faustino – Yes, it is.

Cathy Hoog – Does that answer your question?

Veronica Faustino – Yes it does, thank you very much.

Don Rivard – 27 Charter Street, Unit 601, President of the Charter Street Tenants Association

Letters have been sent to all residents of the Salem Housing Authority regarding the open tenant appointment for the Board of Commissioners. We are receiving letters of interests and resumes here at 27 Charter Street. To date, I have received one resume and I have had about ½ dozen inquiries. We will be making recommendations to the mayor within 1 weeks' time I expect.

Cathy Hoog – Fantastic! Did you get my email today, Don? Someone was trying to reach you.

Don Rivard – Yes, I did. I responded to you and I spoke to that person. We did make contact.

Cathy Hoog – Oh good, she said that she was not getting a call back and she was interested. I just wanted to make sure you got that message.

Don Rivard – things have been busy here.

Cathy Hoog – We can relate for sure. Thank you.

Sue Kirby – 45 St. Peter Street – This is an odd way to be at a Board Meeting and with the new format but here we are. I just want to say a few things:

One is, as part of the process in trying to help with replacement of the Tenant Representative seat on the Board, I did receive a call from the tenant who called and we had over ½ hour conversation and she does want to talk with Don and that is good. She has been responded to in terms of her interest in the position.

I want to go back to something that I had commented on a few months ago. The fact that there were a lot of empty units in buildings a lot more than normal in my buildings and in other buildings as well. Someone suggested to me that there have been more empty units than they have seen in decades. I am wondering why that is and what we are doing about it for two reasons: revenue is one and the second is that there are so many people on the Street and so many people on the waiting list. What can we do about that? Thank you.

Cathy Hoog - We have talked about this before. To recap: The Housing Authority tackled a list of over housed residents about 25-30 folks that were in units of the wrong size so we decided to tackle that because there are so many people on the wait list that desperately need larger units. We currently have 14, 000 family folks on our waiting list in Salem alone. We have about twenty-five folks living in family units and they needed to be in 1-bedroom units. We decided to tackle that and we made great progress. Along the way our regular vacancy rate came through on top of that. The Housing Authority has been in a rough patch of vacancies for about 1.5 years. We have gone through 100s and 100s of applicants which is something that is tracked by the State in CHAMP. We are making progress and going through and making offers to folks. It is just taking quite some time. Fortunately, the State has a waiver process and if we are in a situation as I just explained or various other situations like staff capacities or other circumstances where it is taking the housing authority longer, we can request waivers and we are not penalized with our subsidy. We have been doing that all along. We are in strong communication with the State as always. They are very much aware of what the conditions are here in Salem. Anything else you wanted to add to that Gary or Maureen?

Garry Dean - We are in a good place We have gone through (with the attrition rate being what it was and that over-housed project that we tackled with the transfers we were getting back units for every unit we turned over so the list stayed where it was for a while. We did eighty-nine turn overs last I counted in this past year. It is a strong showing for the maintenance department. I know Maureen and the public housing side has been doing everything they can to get people into those units too. It has been a challenge but we have all stepped up.

Cathy Hoog – We have pulled over 1,000 applications this past year. The housing authority is working hard to get these units filled up. That is our mission. That is what we want to do. Sometimes we do face circumstances that are challenging. We are at the top of the mountain and making our way through.

Sue Kirby – Do you know how many units are empty at this point?

Cathy Hoog – We have an obligation to track that and report it to the state monthly so we absolutely track how many units we have vacant.

Sue Kirby – Can you share that?

Maureen Thomas – There are about fifty vacancies but some of the units have been offered to people. There have been about six that have been offered but approximately fifty vacancies.

V. Communications

- Waitlist

Cathy Hoog – Are there any questions on Department Reports. We did receive another grant in the amount of \$7,000.00 in the amount of CDBG Funds to help residents who need assistance with cleaning and emergency groceries. Our RSCs will be heading up that program. We are very happy about that. The intention was to help folks who are having medical issues or recovering from Covid or surgery and really could use some help with groceries and shopping and cleaning assistance for folks who are struggling trying to maintain their unit for any particular reason. We can offer them some assistance to get them back on track. It is a great program and we are really excited about that.

- 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 January 2022)
- Email from Amanda Chiancola to Cathy Hoog dated January 5, 2022 re: Public Service Award in the amount of \$7,000.00

VI. Reports of the Committees

There were no reports of the Committees

VII. Report of the Executive Director

Cathy Hoog - I am happy to answer any questions regarding my ED Report. I mentioned that the Housing Authority had implemented some changes during the Covid surge. It came upon us last month and it looks like things are getting better and we are going to be able to circle back and have the masks be optional over the course of the next couple of days. Things were rough there for a few weeks. We had many residents know that they had come down with Covid and we were able to support those folks and we had plenty of staff that came down with it as well. It was a difficult stretch of time. We are on the other side and hopefully things will just get better from here.

Cathy Lezama - Can you talk about the series of programs that will be offered virtually by the Resident Service Coordinators?

Cathy Hoog – The Service Coordinators are putting together a monthly series of presentations. Our thought was to invite different guest speakers each month and to advertise on the Website so that folks know what is being presented each month if they care to join in, They could. Right now, it is virtually. We would like the tenant’s organization to help us promote that and hopefully we can get to a point where we can do it in person. The first one was today and it was not well attended but it is because it is new. We are really going to try and make some efforts to try and promote this differently and see if we can get some more folks to join in. I think it would be great at some point to have a Board Member speak. I know there has been some discussions on and off with folks getting to know the Board outside of a board meeting We are also looking to introduce other topics of interest like staying healthy, meditation, arts and crafts, different specific types of talks on how to maintain your unit and pass inspection. We have all sorts of ideas. We are really looking forward to it and hope it becomes more attended. It give us an opportunity to connect more with our residents.

Charity Lezama – Thank you. Congratulations on the CBDG Grant as well.

Cathy Hoog - Thanks! We are really excited about that one.

Charity Lezama – It is a good application.

- See Attached Executive Directors Report – February 2022

VIII. Unfinished Business

- Cathy Hoog’s Performance Evaluation

John Boris – Cathy’s Performance Evaluation.

Cathy Hoog – we no longer need to put that on the agenda any longer. Once Anne pulls together the data, we can present that to the Board and discuss it publicly.

John Boris – Thank you.

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 for the period January 1, 2022 through January 31, 2022 to the Board of Directors for approval.

Charity Lezama moved to approve the bills and transfers for the period January 1, 2022 through January 31, 2022 as presented. Benjamin Shallop 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 Sheets and Statements of Revenue and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for three (3) months ending December 31, 2021

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for three (3) months ending December 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

Change Order #1 for Security Camera Installation

Cathy Hoog presented Change Order #1 for Security Camera Installation to the Board of Directors.

Debbie Tucker – Sure, this is the camera system that we put up a various locations throughout our properties. This was voted and approved previously. The work is now complete. As part of once they got out in the field, there were some tweaks and adjustments that resulted in some increases. We have reviewed this Change Order and find it in order. The labor is \$3,168.00. The materials were \$6,640.00 We are looking for approval for \$9,812.00.

Benjamin Shallop moved to approve Change Order #1 submitted by Intellibeam in the amount of \$9,812.00 for additional work on the Installation of Security Camera System at various locations Bid. Change Order #1 represents additional labor (\$3,168.00) and

materials (6,644.00) necessary for the project. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A. Boris

Nays

Certificate of Substantial Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of January 31, 2022

Cathy Hoog presented Certificate of Substantial Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of January 31, 2022 to the Board of Directors for approval.

Debbie Tucker – This is one of our modernization projects at Bertram Terrace. We had a wall that was crumbling between our properties at our driveway and our abutter. This work is finally complete. We are looking for approval on the Certificate of Substantial Completion which was effective on January 31, 2022 as submitted by the Contractor.

Charity Lezama moved to approve the Certificate of Substantial Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of January 31, 2022 as submitted by the Contractor, Rafaele Construction Corp., and approved by the Engineer, Allen & Major Associates, Inc. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A. Boris

Nays

Certificate of Final Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of February 1, 2022

Cathy Hoog presented Certificate of Final Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of February 1, 2022 to the Board of Directors for approval.

Debbie Tucker – This is the same project and all the work from the punch list is complete. We are happy to close this out. This would be the final payment which is number 3 which is the final five (5%) which is in the amount of \$1,792.50.

Benjamin Shallop moved to approve the Certificate of Final Completion for 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) effective as of February 1, 2022 and final payment in the amount of \$1,792.50 as submitted by the Contractor,

Rafaelle Construction Corp., and approved by the Engineer, Allen & Major Associates, Inc. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop

Charity Lezama

John A. Boris

XII. Other Business/Late Communications

Benjamin Shallop – I noticed in the chat that someone had an issue with raising their hand. Could we open it up again?

Charity Lezama – It looks like it was Shannon Bailey.

Cathy Hoog – Shannon Bailey did raise her hand again.

John Boris – I do not have a problem with that if the Board does not.

Ben Shallop – I do not. New format and we want to make sure we here from folks.

John Boris – Cathy, are you okay with that?

Cathy Hoog – Absolutely --- it does not look like she is on anymore. I do not see her here as an attendee.

There was no other business or late communications.

XIII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 6:41 p.m. to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

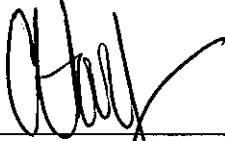
Nays

Benjamin Shallop

Charity Lezama

John A. Boris

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant