

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, JULY 13, 2022  
6:00 p.m.**

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

**II. Roll Call**

Present

Benjamin Shallop  
John A. Boris  
Veronica Faustino

Absent

Kimberley Driscoll  
Charity Lezama

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

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

John A. Boris moved to accept the Minutes of the Regular Meeting held on Wednesday, June 8, 2022. Veronica Faustino seconded the motion and the vote was as follows:

Ayes

Benjamin Shallop  
John A. Boris  
Veronica Faustino

Nays

**IV. Tenant/Public Engagement**

Shannon Bailey – 32 Leefort Terrace commented as follows:

I have some questions regarding the Resident Advisory Board. How many Resident Advisory Boards are there and who were they that help push this Annual Plan?

Cathy Hoog – You are referring to the Federal Annual Plan which is different from the State Annual Plan.

Shannon Bailey - The Annual Plan we are listening to tonight – is that the State Annual Plan or Federal Annual Plan or both?

Cathy Hoog – It is both. The Resident Advisory Board is a term that used by HUD and it basically entails residents that are interested in participating in the development of the Federal Annual Plan. The participation varies from year to year. We have a core group of people that typically participate but everyone is invited. Everyone being the 39 Federal Public Housing households as well as our 1250 voucher holders are all invited to participate. If you want to say a little more about the number of folks that participated this year. I know the participation was a little low.

Jacqui Guzman – We had 5 people for the first meeting and about 4 for the second meeting and no one attended the public hearing.

Cathy Hoog – We have two meetings, one on May 26, 2022 and one on June 9, 2022 and then a public hearing on June 30, 2022 for the Federal Annual Plan.

Shannon Bailey – I think this question goes to Veronica. I think Veronica at the last board meeting asked about that because she was interested in going. Veronica, were you able to attend the public hearing?

Cathy Hoog – No one attended the public hearing but we did have some folks attend the other 2 meetings.

Shannon Bailey – okay.

Veronica Faustino – sure, I can answer that. I was at Dartmouth Massachusetts until mid-June but when I was on the Board Meeting, I did ask about that and I did send an email to the Executive Director and I wasn't able to receive her response in time for the June 9, 2022 Resident Advisory Board meeting so I wasn't able so I wasn't able to go to that one because I didn't receive a response. When it came to the Public Hearing I did reach out and ask for the information. I was told that I would receive that information but unfortunately nobody got back to me with that information so I wasn't aware of when that was.

Cathy Hoog – we responded that the Zoom Link was on-line I have the email.

Veronica Faustino – I didn't receive that. I did see that through my email and after looking through the packet it did seem like the email that you had send me said that it was June 30, 2022 but when I looked through the Board Packet it said that the public hearing was June 26, 2022 or vice versa so the dates were off.

Cathy Hoog – you may have been looking at the State Annual Plan because there were 2.

Veronica Faustino – either way, when I had asked through email you had copies a few people and nobody got back to me. I never received a response from anyone about the Zoom Link or finding out about how I could attend.

Cathy Hoog – I will forward that email to you that shows that I responded to you with the Zoom Information.

Veronica Faustino – okay, maybe it ended up in my junk box.

Shannon Bailey – Thank you for answering that for me. I appreciate it. It makes it a little bit more clear. What is the Resident Council? HUD mentions that on tenant participation. What exactly is it? It sounded a lot like an LTO.

Cathy Hoog – That is the term that HUD uses for LTO so that don't necessarily use the term LTO they use the term Resident Council. There are currently no Federal Resident Councils.

Shannon Bailey – what are the qualifications to become a member of the Resident Advisory Board?

Cathy Hoog – No qualifications. You just need to be a resident that says they are interested.

Shannon Bailey – I was wondering if I could get something on that because I may be interested in coming to future meetings. At least for the State.

Cathy Hoog – for the State Annual Plan it is a little confusing because it is 2 different processes that take place at the same time. The state process requires us to have one meeting with the LTOs You may recall attending that meeting or may that be one that you missed back in May. Then we are required to have a Public Hearing for the state process.

Shannon Bailey – I might have missed that.

Cathy Hoog - I am trying to remember if you were there. It was well attended. I think you were there.

Shannon Bailey - I may have been there. I might just have forgotten the logistics of it.

Cathy Hoog – If I go back and look at my notes because we must summarize the comments from folks at that meeting as well as at our Public Hearing last month. I will go back and I look at the notes. I thought that you were there. For the State Plan we send the LTOs a copy of the draft plan and ask them to meet with us and provide feedback and we did that in May of this year.

Shannon Bailey – my last question has to do with Leefort Terrace – When Leefort comes back I want to encourage them to form an LTO upon returning once the redevelopment is done. My question is: Will we still be able to talk at these Board meetings, will we be still included in these board meetings, etc. etc. We will have any type of correlation whatsoever with Salem Housing Authority?

Cathy Hoog – Yes and no. The meetings are public. They are open to everyone. Anyone can attend. You would technically be a resident of a new community. The Beacon Community. There are certain obligations attached to some of the programs that would exist at that site. Those obligations are under the auspices of the Housing Authority. There is some correlation to the Housing Authority overseeing some components of that but you are not technically a housing authority tenant at that point. I do know that as you know, we have had quite a few talks with the development team about creating office space for the LTO and continuing to support the LTO. They are very much committed to doing that. I think that is great. There is an office set aside in the latest plans. You will see that when they come out. Courtney was going to reach out to you to get together next week and show you those. I feel solid around their commitment around their continuing to support the Tenant Organization.

Shannon Bailey – okay.

Benjamin Shallop - One of the great things about Public Housing in Massachusetts is that there is this established LTO system that people organize around. Your right to organize in any capacity is a sacred, constitutional, human right. That is something that nobody can ever take away. I just wanted to mention that.

Shannon Bailey – I am fully aware of that. I only mention it because until Sue Kirby came to us here. We did not even know that we could start an LTO and she only came to us because of this redevelopment project. I do not want to see that happen with the new place. I want to make sure that they know that they can organize and instead of us being an LTO and helping the residents towards the end of their life span I would rather start off on the right foot with Beacon Communities and wanted to make sure that the tenants and landlord are correlating and we have everything going together nice and smoothly so we don't end up like it is now unfortunately. If you understand my meaning.

Benjamin Shallop – I completely do. I work in Labor/Union so maintain an organization for the long haul is always challenging. It is something that I absolutely will continue to support and I just want to make sure that I say that as loudly and as often as humanly possible.

Shannon Bailey – Excellent, thank you.

Cathy Hoog – thanks Shannon.

Don Rivard – President of the Charter Street Tenants Association, I have a tenant from Charter Street, Paul Corrido who would like to make a comment:

My name is Paul Corrido, I had a stroke so please bear with me. The towing company that you have hired – I haven't seen them in this parking lot in 5 months. Someone left a note on the bulletin board that there were no parking spaces out there. I see many residents' aides who park in the tenant lot and they do not care. The tow truck guy is not around and I do not know where he is. At first, it was alright and they came around but I have not seen them in a while and I don't know where they are. Where I park across the street, the bushes need to be trimmed because you cannot see the "Resident Only" parking signs. The parking issue occur basically at night. A tow truck should be out more often at night than what they are doing now. I like the red sign that you put on the maintenance signs. I think that would be a good sign as you entered the parking lot "Tenants Only" towing will be enforced ( a red sign right at driver's height). That will make people think twice about parking in the lot. Thank you.

Gary Dean – The towing company does come around at night. They do patrol at Charter Street, Leefort Terrace.....they run through all of the properties. They focus a lot at Rainbow Terrace because we have some major things there but they focus on Charter Street. If you are having some issue at Charter Street, please let me know and I can have the tow company step it up. Luis and I have been trying to monitor Charter Street by walking through and we do catch a lot of people who come through to do tourist things and we see them parking in that parking lot. If you are noticing that, please let me know and I will have the tow company step it up. Maybe I could have them come 2 times during the night when they are patrolling. They do not make the brown colored signs anymore so we had to switch to the red and that is why you are seeing the red signs. The new signs will be red.

Paul Corrido – The best time to come at night is around 8:00 or 9:00 p.m.

Cathy Hoog – Have you ever tried to call the tow company?

Paul Corrido – I do not have the telephone number.

Cathy Hoog – We can give that to you because we decided for residents to call. The tow company can't always be there at the exact moment that we need them so if residents call, they just ask you your name and the fact that you are a resident.

Don Rivard – Can you post it on the bulletin board?

Gary Dean – Why don't I do two things. Send a memo to the Charter Street Residents and then I will also call the tow company and ask them if they can come through earlier in the night. When Luis and I are in the area, we do see people trying to park there to walk around the area. The last thing, it is July and the landscape company will start trimming all the hedges and bushes. They have been working intensely down at Pioneer Terrace. They will be doing Colonial next and coming up to Charter soon. I will talk to them about making sure those signs are visible.

Don Rivard – Okay, thank you and a nice red sign by the front entrance would be ideal.

Gary Dean – We can work on that.

Cathy Hoog – thank you for your feedback. Anything else, Don?

Don Rivard – Thank you. Not currently.

Cathy Hoog – It looks like Lori is mentioning Representative Honan's Amendment #25.

Lori Stewart – Good Evening everyone. My name is Lori Stewart. I live at 7 Barnes Road. I was just wondering if there was any update on the funding for Leefort Terrace Development. Did you get the funding for an attorney? I am wondering what the status is on hiring an attorney because some of the questions that the Leader of the LTO at Leefort is asking would be covered in a Memo of Understanding and if they are going through this process without legal representation therefore Rep. Honan's Amendment is necessary. I would hate to see that happen in Salem. I am just wondering. Thank you.

Cathy Hoog – There is full commitment to that. The Development team has committed to paying for that. They are in talks right now with Mel King and looking for suggestions and they will be connecting with the Leefort LTO around that. There is a very strong commitment for that to happen. Do you have any other questions, Lori?

Lori Stewart: No, thank you.

Cathy Hoog – Thank you everyone.

## V. Communications

- May/June 2022 MassNAHRO Newsletter
- Updated Waitlist

- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report, Resident Service Coordinators' Reports and Completed Work Orders for Month of June 2022)
- Email from MassNAHRO Professional Development dated June 30, 2022 regarding Board Certification Webinars

**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 for July 2022

**VIII. Unfinished Business**

There was no unfinished business.

**IX. Recommendations of the Chairman**

There were no recommendations of the Chair.

**X. Report of the Treasurer**

Bills and Transfers

Cathy Hoog presented the Bills and Transfers to the Board for review and approval.

John A. Boris moved to approve the bills and transfers for the period June 1, 2022 through June 30, 2022 as presented. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop  
John A. Boris  
Veronica Faustino

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses for eight (8) months ending May 31, 2022.

John A. Boris moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for eight (8) months ending

May 31, 2022. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop

John A. Boris

Veronica Faustino

## **XI. New Business**

### 2022 Federal Annual Plan

Cathy Hoog – Board Members are there any questions on the Federal Annual Plan. Jacqui Guzman is here tonight. She puts forth a lot of effort to get this plan out every year.

Veronica Faustino – this is the plan that we were talking about the AFFH. Is there a certain date that this plan needs to be submitted by?

Cathy Hoog – yes, I believe it is July 30, 2022 Jacqui?

Jacqui Guzman – July 18, 2022

Veronica Faustino – Is there a way that we could add in additional action steps without creating a committee to do that?

Cathy Hoog – I think we could do that. Typically, we would take comments from the public hearing, yes, what are your suggestions?

Veronica Faustino – One suggestion would be, to find a solution around transit for the area of Leefort Terrace.

Cathy Hoog – This is a Federal Plan so it would not encompass the Leefort Development. We could add those comments to the state annual plan for sure.

Veronica Faustino – Their vouchers are not being transferred over to Federal Vouchers?

Cathy Hoog – At some point, presently they are considered a state housing development.

Veronica Faustino – Okay, for Federal I would have to think on that for a few minutes. I would be a bit hesitant to sign off on the Federal Annual Plan with only marketing not to say marketing is not important but to put marketing as the only action step for this mostly because I am super passionate about Civil Rights and I think this is an important one.

Cathy Hoog – Marketing in the way of participation?

Veronica Faustino – Yes.

Cathy Hoog - so adding in comments about action steps about improving participation. We can add that.

Veronica Faustino – I would want to --- something of the things that HUD encourages is aside from transit were things centered around home investment, scholarships, and education. Something that could get us closer to solving the problem of poverty is my idea. If that could be incorporated in there.

Cathy Hoog – I think what you are saying is that the Housing Authority will take steps toward applying for programs can fund and promote scholarships, home ownership and economic advancement.

Veronica Faustino – Yes, that would be great.

Cathy Hoog – Yes, that is always a goal. Discussion ensued.

Cathy Hoog, Executive Director, presented and submit to the Board for approval the 2022 Federal Annual Plan.

John A. Boris moved to approve the 2022 Federal Annual Plan and authorize Chair Charity Lezama to execute the Civil Rights Certification and Certification of Compliance with PHA Plans and Related Regulations including required Civil Rights Certifications. Veronica Faustino seconded the motion and the **roll call** vote is as follows:

Ayes

Benjamin Shallop  
John A. Boris  
Veronica Faustino

Nays

State Annual Plan//Capital Improvement Plan

Benjamin Shallop – This would be the time for discussion about marketing for transit at Leefort Terrace.

Veronica Faustino – One questions I do have is on affirmatively furthering fair housing. I saw that the action step there was for marketing and I was wondering if there was more that we could do in that regard in terms of the action step?

Cathy Hoog – We received a relatively large packet from DHCD issuing guidance around creating policy. You may have seen it in my report last month. We distributed a draft policy to the LTOs and requested some feedback. The final policy should be presented to the Board in August. It is now a required policy for housing authorities in Massachusetts. It is part of the Performance Management Review. It is also a very valuable policy. The way it works is that we would be comparing the data of our existing residents to Census data for Salem as well as the Metro Boston Area and then based on different formulas we would determine different ethnic groups that we needed to further action steps around to market and encourage to apply for housing It would also affect our waitlist pull as well. We will be going into that in a little more detail next month. I was hoping to get some more feedback around that before we presented it to the Board.



Benjamin Shallop – If any of that pertains to audio/visual I will probably have to abstain from voting on that.

Cathy Hoog – Okay.

Veronica Faustino - In terms of adding, for example, an action step addressing discrimination around fair housing scholarships for people in housing as an action step. Is something like that a possibility that could be added to this down the line or once the Board approves this that is the end of it there.

Cathy Hoog – Any policy we have is amenable at any point in time. I think in terms of the DHCD required Fair Market Housing Policy that is encompassing one area that is ensuring housing opportunities are marketed fairly across the board to different ethnic backgrounds. In terms of what you are talking about is creating additional policies will probably make sense if the Board feels there are some specific areas that we need to act around we could create a different policy for that. It may be better suited in a separate format.

Veronica Faustino – that clarifies a lot. Thank you very much.

Some things that I saw falling specifically under this under HUD were centered around transit and I know at Leefort Terrace there are not a lot of options for public transportation over there so going forward what could Salem Housing Authority do to put that forward and what policies or actionable steps in place to make sure those residents in public housing have equitable access to transit that disproportionately effects disabled people or people of different races. Things like that. That was my thought process around this specific issue here. I would like to see more action steps if possible. I see the need for more marketing.

Cathy Hoog – I think you make a valid point and I think that be fantastic if we were to develop a committee to further review what is needed. What is missing and where can we improve. Additional training and opportunities for staff to participate in training is a big goal of ours this year. I think there is a lot that we can do and a lot that we can look at. I think it will be valuable to us to pull together a committee. If you are willing to head that up. We could invite some residents to be a part of it and have some discussions around the steps we can take and improve opportunity and equity for everyone. I think that would be fantastic. Would you be interested in doing that?

Veronica Faustino – I would not be interested in leading but I would be interested in adding to it.

Cathy Hoog – okay, great.

John Boris - I would be interested in helping you with that.

Cathy Hoog – great! Thank you, John and Veronica,

Cathy Hoog – We are looking to add in some language about actions steps to improve transit for all residents not just Leefort. I can say about Leefort Terrace this has been a big topic amongst the development team because of the location of Leefort Terrace we are working with the city in having it be a permanent Salem skipper stop and any other arrangements we can make with the Council on Aging and

anyone else in the City of Salem. It is in the priority list for sure. Adding in that language sounds like a great idea.

Discussion ensued amongst the Board Members.

Cathy Hoog – Any more comments on the State Annual Plan. I want to say thank you to everyone who participated this year. As usual, the LTOs were very helpful and had a lot of feedback for us.

Cathy Hoog will present to the Board the State Annual Plan/Capital Improvement Plan for approval. Public Hearing was held on June 8, 2022 at the Regular Board Meeting for comment on the State Annual Plan/Capital Improvement Plan.

John A. Boris moved to approve the State Annual Plan/Capital Improvement Plan as presented. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop

John A. Boris

Veronica Faustino

#### Collection of Losses – Write Offs Through 06/30/22 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 6/30/22 per Public Housing Notice 2017-17.

Veronica Faustino moved to approve write offs through June 30, 2022 for State Development 667 in the amount of \$ 1,598.65 pursuant to Public Housing Notice 2017-17. John A Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop

John A. Boris

Veronica Faustino

#### Commercial Lease Agreement between the Salem Housing Authority and Canal Realty Development, LLC

Cathy Hoog – Board Members I have been looking for some space for a while. We are bursting at the seams. The Housing Authority needs some space. Currently our Section 8 Department pays rent to the Housing Authority. They are a larger program and a more lucrative program. This is something they can afford we found some office space on Canal Street. The thing that is great about this space is that it is new, it is accessible and there is plenty of parking. Not only will it provide us with more appropriate office space because we are very cramped in. This would afford us a very large meeting space. I envision several exciting things to go on there such as hybrid board meetings, workshops, classes, trainings. We can even offset costs by charging. We could host trainings and charge. This opportunity just fell in our lap. It is a great location. It would afford people more space to come and park or walk

over from Rainbow. It is a great space and I am very excited about the possibilities of this. We have the attorneys looking at the lease agreement and it will be thoroughly reviewed . I do need Board Approval to go into contract for this. We will get a better rate by signing a five-year lease agreement. I think that this will not only benefit the Section 8 Department but will benefit the Housing Authority, the Board, the community, and it will allow us to have some public housing space here at Charter Street and have folks in a more comfortable environment. Right now, we have staff shoved in every corner. It works but it is not ideal. We are also going to be losing some space up at Leefort Terrace so I need to be proactive and think about where I will be putting those folks as well. This is a really great opportunity I feel solid about. I am excited about the meeting space and all the potential that has for staff and residents alike to utilize. None of our LTOs have a large meeting space and our community rooms are decent size but limited as far as parking goes. Just thinking about our future and our hybrid meetings this is a great step for us in the direction we need to go.

Veronica Faustino – This would be additional office space. It would not be replacing any of the spaces we currently have. Correct?

Cathy Hoog: It would be additional but replace some space at Leefort Terrace that we would be losing.

Veronica Faustino – Would it be possible for the offices at Rainbow Terrace to be moved to Canal Street and then use that space as tenant space?

Cathy Hoog – It would not be enough space to hold all of Section 8 and the Rainbow Terrace office. The thinking was that Rainbow Tenants could use that meeting space. It would make sense to prioritize the residents that don't have community space.

Veronica Faustino- What is the cost for this space?

Discussion ensued amongst the board members.

Cathy Hoog presented and discussed with the Board of Directors the Commercial Lease Agreement between the Salem Housing Authority and Canal Realty Development, LLC.

John A. Boris moved to approve the Lease Agreement between the Salem Housing Authority and Canal Realty Development, LLC as presented for Unit 2 and Unit 3, 136 Canal Street, Salem, MA for a term of five (5) years commencing on November 1, 2022 through noon on October 31, 2027 at a monthly rental rate per the schedule below. Canal Realty Development, LLC also grants a five (5) year option to extend the lease for the period 11/1/2027 through 10/31/2032 as stated in said lease and authorize Cathy Hoog to execute the same. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Rental Schedule

<u>Dates</u>	<u>Annual</u>	<u>Monthly</u>
11/1/2022 – 10/31/2023	\$58,333.80	\$4,861.15
11/1/2023 – 10/31/2024	\$59,795.80	\$4,982.98
11/1/2024 – 10/31/2025	\$61,257.80	\$5,104.82
11/1/2025 – 10/31/2026	\$62,719.80	\$5,226.65
11/1/2026 – 10/31/2027	\$64,181.80	\$5,348.48

Ayes

Benjamin Shallop  
John A. Boris  
Veronica Faustino

Nays

**XII. Other Business/Late Communications**

Other Business/late communication

Benjamin Shallop- Since we were having conversation about transit earlier, I think it would also be a great idea to talk to the traffic and parking commissioner in the city.

Cathy Hoog – Great point.

**XIII. Adjournment**

John A. Boris moved that the Board adjourn the Regular Meeting of July 13, 2022 at 7:15 p.m.

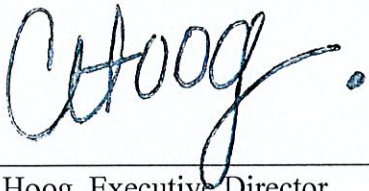
Veronica seconded the motion and the roll call vote was as follows:

Ayes

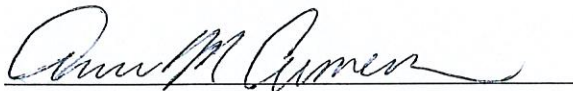
Benjamin Shallop  
John A. Boris  
Veronica Faustino

Nays

Respectfully Submitted,



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Cathy Hoog, Executive Director



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Anne M. Cameron, Executive Assistant



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