

MINUTES OF THE  
REGULAR MEETING  
WEDNESDAY, JANUARY 11, 2023  
6:00 p.m.

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

II. Roll Call

Present

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Absent

Cathy Hoog was absent due to illness. Debra Tucker, Executive Director presented the votes to the Board on Cathy's behalf.

Also Present: Debra 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)

John A. Boris moved to accept the Minutes of the Regular Meeting held on Wednesday, December 14, 2022 Benjamin Shallops seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

IV. Tenant/Public Engagement



Charity Lezama - I just want to remind everyone to be cognizant of the time and keep it under 5 minutes, be respectful of everyone that is watching and the Board and we will move forward.

Shannon Bailey – 32 Leefort Terrace – Commented as follows:

Leefort Terrace Project goes before the City Council and it will be a final vote. The Council thinks it will pass as they need one more vote. Moving forward Leefort Terrace would like to keep a better relationship relative to the transfer moving forward. I do know that Beacon will be hiring an outside agency to come in and help with all moving. I want to make housing a figure around here to help with that moving too to make the tenants feel like housing cares. I feel like there is a huge disconnect and not just with Leefort Terrace with all of them. Housing would benefit so much from tenant and management communication and getting to know each other. I think these meetings can start to be in person. More people came to in-person meetings to discuss what their needs are prior to Covid. Hybrid meet. s would help. connect the bridge between tenants and housing.

Charity Lezama -- Thank you Shannon. I had a conversation with Cathy on Monday and we hope to move to hybrid meetings in March 2023. They are working on getting all of the IT components in so that it will allow for hybrid meetings.

Gene Collins – Pioneer Terrace – Commented as follows:

- Improve Tenant Relations and tenant living conditions according to statute 760 - which allows tenants to work with the housing authority.
- Recognize that tenants are people like everyone else and that tenants have rights
- be upfront and honest with tenants and communication about the conditions that tenants are living under
- Board should oversee and maintain the conditions and livelihood of the tenants
- Tenants want the respect of a conversation as they are volunteers
- Want signage at Pioneer Terrace
- Want a pest control program and consistent maintenance.
- Tenants want respect and want Housing and the Board to follow the state regulations that were Issued and agreed to

Charity Lezama – Thank you Gene.

Debbie Tucker – Cathy and several staff meet with the LTO's every month.  
Gary Dean, myself and Cathy met this week with the LTOs.

Judith Reilly – 20 West Avenue, Salem, MA – Commented as follows:

- Congratulations to everyone on the Leefort Project – Please to see the project is going well.
- Looking forward to hearing more on the Board’s Plan with reference to Tenant Engagement and tenant satisfaction over the coming year in connection with the management services agreement
- Important to have a plan with metrics and periodic check-ins
- Look forward to attending more meetings in the future – thank you for your service everybody

Charity Lezama – thank you Judith. At our last meeting we talked about trying to get together before this meeting to start that conversation as a Board. Unfortunately with the holidays it did not align with all of our schedules. We do have a Special Meeting set for January 19, 2023 at 6:00 p.m. to discuss tenant engagement and start putting a plan in place for the coming year. Thanks everyone for your feedback.

#### V. Communications

- Updated Waitlist
- SHA Department Reports ( Move In, Move Out, State and Federal, CHAMP Report, Modernization Report, Resident Service Coordinator Reports, Voucher Report and Completed Work Orders for Month of December 2022)
- Correspondence from the Department of Housing and Community Development dated December 13, 2022 to Charity Lezama, Chairperson re: Resident Service Coordinator Initiative Funding in the amount of \$25,706.00
- Correspondence from Mayor Kimberley Driscoll, City of Salem to Cathy Hoog, Executive Director dated January 4, 2023 re: City of Salem Affordable Housing Construction Grant Program – the award is in the amount of \$1,142,500.00 for the purpose of supporting the creation of new affordable housing in collaboration with Beacon Communities through the redevelopment of Leefort Terrace in the City of Salem.

Debbie Tucker – I would like to hi-light that the Salem Housing Authority was awarded and Affordable Housing Construction Grant Program in the amount of \$1,142,500.00 for the Leefort Terrace Project. It is great news.

Veronica Faustino – Could we add to the RSC Monthly Reports the weekly office hours at Charter Street. I spoke to some tenants at Charter Street and they were not aware that there was a set meeting time that they could sign up for in order to speak with maintenance about issues that come up. It would be helpful to have that in the reports.

Gary Dean -- Are you talking about the issue we were emailing about? If people have an issue with the billing, they can give us a call. We can definitely work on that so that everybody is aware. The hours at Charter Street are posted on the main office door. We can also send a flyer out to the tenants letting them know of the hours.

Veronica Faustino -- That would be great, thank you. When I attended the Charter Street Tenants Association meeting I heard that tenants are unsure of what they can and can't report to maintenance and what the chain of command was.

Gary Dean -- We want to hear it all. I would rather people feel better calling than not calling.

Veronica Faustino -- Absolutely, thank you so much.

Gary Dean -- yes, anytime.

Charity Lezama -- Sounds like this is something that won't be added to the monthly communication but can be taken care of internally. Is that what I am hearing?

Debbie Tucker -- We can make that information much more available and let the residents know how to reach out and how to report and what to report.

Gary Dean -- we can work on that this week.

Charity Lezama -- Does that work for you Veronica?

Veronica Faustino -- Yes, that is great. Thank you.

Gary Dean -- I will let you know. I'll send you an email or send it to Cathy so that she can communicate with you.

## **VI. Reports of the Committees**

## **VII. Report of the Executive Director**

- See attached report of the Executive Director

Charity Lezama -- It is in Cathy's ED Report. If you didn't see it, the City of Salem awarded the Salem Housing Authority ARPA funds for the Leefort Terrace project which is huge. Two things I want to point out on Cathy's ED Report are:

1. Special Meeting on January 19, 2023 at 6:00 pm. to discuss tenant engagement and developing a plan that has metrics and data behind it.
2. Also to call out the ARPA funds award in the amount of \$1,142,500.00 that the housing authority was awarded for the Leefort Terrace project.

#### VIII. Unfinished Business

- Cathy Hoog's Employee Performance Evaluation.

#### IX. Recommendations of the Chairman

#### X. Report of the Treasurer

##### Bills and Transfers

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

John A. Boris moved to approve the bills and transfers for the period December 1, 2022 through December 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  
Veronica Faustino

##### 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.

John A. Boris 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, 2022. Benjamin Shallop seconded the motion, and the **roll call** vote was as follows:

##### Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

##### Nays

John A. Boris moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for two (2) months ending November 30, 2022. Benjamin Shallop seconded the motion, and the roll call vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

## **XI. New Business**

### Bid for Parking Lot Repairs at 84, 86 and 88 Essex Street

Cathy Hoog presented to the Board of Directors the bid for Parking Lot Repairs at 84, 86, and 88 Essex Street.

Debbie Tucker – This was work that was work that was bid on. It was in our Capital Plan for that property. The parking lot is in tough shape. The lowest, responsive and responsible bid was from Rene C. Lamarre Co., Inc. in the amount of \$117,698.00. They have been vetted and approved by DHCD pending this vote.

Benjamin Shallop moved to accept the lowest responsive and responsible bid of \$117,698.00 from Rene C. Lamarre Co., Inc. for 258155 Parking Lot Repairs at 84, 86, and 88 Essex Street pending approval by the Department of Housing and Community Development and authorizes Cathy Hoog to execute the contract. John A. Boris seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

### Change Order #1 for the Roof Replacement Project at 73 Boston Street as submitted by FRG Contractor

Cathy Hoog presented the Change Order #1 for the Roof Replacement Project at 73 Boston Street as submitted by FRG Contractor.

Debbie Tucker – We are having the roof replaced and some sort of hidden work that had to be done which was a small amount of soffit replacement work that needed to be done at the entrance area of the building and we are submitting this change order in the amount of \$753.34.

Gary Dean – There was a little bit of water damage.

Benjamin Shallop – Gary your microphone sounds a little muffled. I am having a hard time hearing you.

John A. Boris moved to approve Change Order #1 for the Roof Replacement project at 73 Boston Street as submitted by FRG Contractor and approved by the Architect, Andrew M. Brockway and Associates. The Change Order in the amount of \$753.34 is necessary for soffit replacement work at the entrance area of the building. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

#### Cell Phone Access

In accordance with Budget Guidelines the Executive Director will request that the Board Approve certain administrative and maintenance employees for cell phone access. Please see attached list.

Benjamin Shallop moved to approve certain administrative and maintenance employees for cell phone access as per the attached list. Veronica Faustino seconded the motion and the vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

#### Collection of Losses – Write Offs through December 31, 2022 per Public Housing Notice 2017-17

Cathy Hoog presented to the Board of Directors the Collection of Losses – Write Offs Through 12/31/22 per Public Housing Notice 2017-17.

Veronica Faustino moved to approve write offs through December 31, 2022, for State Development 667 in the amount of \$283.66, State Development 200 in the amount of \$2,512.98, Federal Development in the amount of \$4,353.00, State Development 705 in the amount of \$2,064.79 for a total amount of \$9,214.43 pursuant to Public Housing Notice 2017-17. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop  
Charity Lezama  
John A. Boris  
Veronica Faustino

Nays

Board Approval for taking Unit 209 and 210 Off Line for Salem Housing Authority Use for Office Space (previously authorized by DHCD on August 3, 2020 for 12 months and then authorized by DHCD on 7/1/2021 for 2 more years.

Cathy Hoog discussed with the Board taking Unit 209 and 210 off line for Office Space use for the Salem Housing Authority which was previously authorized by DHCD on August 3, 2020 for 12 months and then authorized by DHCD on 7/1/2021 for 2 more years. It is also necessary to have a Board Vote as well.

Debbie Tucker- Periodically we have to keep it current so that DHCD knows that we are still using the units for another purpose. It is standard to extend that waiver.

Veronica Faustino – How many units are we going to continue to take off line with the housing crisis and the need for affordable housing? I understand the importance of having office space. Is there another option here?

Charity Lezama -- That may be a conversation to have when Cathy is back.

Gary Dean – Initially this move happened due to Covid. The space that we are using up there was to get more separation between staff.

Debbie Tucker – I think Charity’s recommendation to discuss it further when Cathy is back is a good idea.

Charity Lezama – I don’t think we should delay the vote but recognizing that that is a separate conversation. These units have been off line for 2 years but I think Veronica’s point of how do we avoid having to do this in the future is a valid point.

Veronica Faustino – Can we temporarily approve of it, speak to Cathy and then go from there?



Debbie Tucker – I think if you choose to approve this, I do not think you have to leave something off line for that period of time. You could shorten that period of time but it would at least satisfy DHCD that that waiver was requested and granted.

Charity Lezama – I don't see any harm in taking the vote tonight. I think it is worthwhile conversation to have moving forward. I think that if there is ever an opportunity to put these units back on line, I think Cathy and all of us would want that. Does that make sense?

Veronica Faustino – that makes a lot of sense. I do worry about the sense of urgency that we will have. I don't want this to get put on the back burner. I understand the need for the office space and I understand that Canal Street holds Section 8. I would want to proceed with caution going forward but Chair Lezama if you think we should continue to take the vote then we can do that.

Benjamin Shallop – Can we make a note to put this on February's Agenda?

Anne Cameron – Yes, Ben I will make a note to put it on the Agenda and Discussions for the next meeting.

Charity Lezama – thanks Anne. Is the goal for that discussion to create those guidelines and restrictions on this process moving forward? Is that the goal Ben and Veronica?

Benjamin Shallop – Yes.

Veronica Faustino – I would say yet as well. I know that Cathy knows this already and I also know that this is something she would do unless she felt that she really needed to do it. Going forward if we do need more office space which is seems like we do then maybe that is a conversation that we should have as a Board.

Benjamin Shallop moved to approve taking Unit 209 and Unit 210 off-line for office space use by the Salem Housing Authority which was previously authorized by DHCD on August 3, 2020 for 12 months and then authorized by DHCD on 7/1/2021 for 2 more years. John Boris seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A. Boris

Nays

Veronica Faustino

Amendment to Agreement by and Between Salem Housing Authority and American Federation of State, County and Municipal Employees, Council 93, Local 2762

Cathy Hoog presented to the Board of Directors Amendment to Agreement by and

Between Salem Housing Authority and American Federation of State, County and Municipal Employees, Council 93, Local 2762.

Debbie Tucker – This is an Amendment to the Union Contract and it was voted on and approved by the Union Board. This talks about when the Director of Maintenance is out and the foreman is out and puts in line the rate of pay for the grade of job.

Veronica Faustino moved to approve the Amendment to Agreement by and Between Salem Housing Authority and American Federation of State, County and Municipal Employees, Council 93, Local 2762 “ Additional Foreman” as presented. John A. Boris seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Charity Lezama	
John A. Boris	
Veronica Faustino	

## XII. Other Business/Late Communications

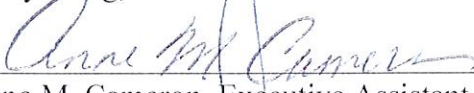
## XIII. Adjournment

Charity Lezama moved that the Board convene into the Special Meeting of Housing Opportunities, Inc. at 6:43 p.m. The Board will not reconvene into Open Session at the conclusion of the Special Meeting of Housing Opportunities, Inc. and will adjourn said meeting from the Special Meeting Housing Opportunities, Inc. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Charity Lezama	
John A. Boris	
Veronica Faustino	

Respectfully Submitted,

  
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Cathy Hoog, Executive Director

  
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Anne M. Cameron, Executive Assistant