



Main Office and Public Housing Department
27 Charter Street, Salem, MA 01970

Section 8 Department & Procurement/Modernization
136 Canal Street, Suite 2, Salem, MA 01970

Telephone: 978-744-4431 Fax: 978-744-9614
Website: www.salemha.org

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, JUNE 14, 2023
6:00 p.m.**

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

II. Roll Call

Present
Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Absent
(Vacant)

Also Present: : Cathy Hoog, Executive Director, 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 Special Meeting held on Wednesday, March 15, 2023. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

John A. Boris moved to accept the Minutes of the Special Meeting held on Wednesday, April 26, 2023. Benjamin Shallop seconded the motion and the vote was as follows:



Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

IV. Tenant/Public Engagement

Sue Kirby – 205 Bridge Street, Salem, MA—Sue Kirby made the following comments:

Hearing Annual Plan – would like to have at a location where more tenants would attend for example: Charter Street, Community Room, Morency Manor Community Room, or Pioneer Terrace Community Room.

Charity Lezama – The Charter Street Community Room location is fine. We will make a notation.

Pet Policy – A lot of tenants are interested in sharing feedback. Could the SHA set up a sub-committee for this?

Cathy Hoog- We have received a lot of feedback on the pet policy. We could set up a special meeting with residents to discuss.

Housing Bond Bill - There will be a meeting with 800-1000 tenants and allies from GBIO and other groups rallying for housing justice on June 26, 2023 at 7:00 p.m. in Boston, MA. The Housing Bond bill will be discussed and a chance to get the funding to fix the backlog of capital needs in state public housing.

Ann Frygen – 9 Bertram Terrace – made the following comments:

Bertram Terrace is a small development with about 20 units about 2.5 blocks away from Pioneer Terrace and we have been going to the monthly LTO meetings held at Pioneer Terrace.

With reference to the Annual Plan, Ann would like to see the buildings at Bertram be spray washed, kitchen and kitchen cabinets replaced and mailboxes replaced as they are 60 years old. Thank you.

Charity Lezama – Thank you Ann.

Cathy Hoog - The Annual Plan is a balancing act. All of these things are on the list. They just keep getting pushed further down the list to other more crucial issues that take precedence.

Gene Collins – 4H Pioneer Terrace – Commented at follows:

Residents of Pioneer Terrace and Bertram Terrace are in support of their LTO and elected leaders.

Concerned about conditions that affect their daily lives at SHA Properties as follows:

- Maintenance, landscaping, pest control, parking lot, participate in the development and awarding of projects to outside vender contracts
- SHA to work with tenants to upgrade their apartments using qualified outside contractors
- SHA Board to allow SHA to work with LTOs to incorporate current Mass State Regulations that include tenant participation and meaningful participation and exchange of information from SHA.
- Guidance of Board Members to insure progress at monthly meetings month to month
- Interpreter at monthly meetings
- Money due from state mandated allocations
- Youth Build only working 1.5 hours per day – want qualified company to complete project
- No ventilation in bathrooms and kitchens

Gary Dean – Project of working on kitchens and baths is on going and we are re-doing them as vacancies occur.

The balconies are being painted by Youth Build. These young adults go to school in the morning and they work in the afternoons. They are doing this for free by volunteering their time and learning a skill. I think our partnership with Youth Build is wonderful and I am proud of them.

Debbie Tucker – We have completed 5 out of 15 modernization projects at Pioneer Terrace. At Pioneer Terrace, paving and repair of some steps have been completed. We have 23 sites and some repairs are more urgent than others. As unit turn overs occur, we have been redoing kitchens and baths. Pioneer Terrace Development has not been omitted from having work done.

Charity Lezama – thanks Debbie.

Charity Lezama – Gene, I am happy to follow up with you separately on the issue you mentioned.

V. Report of the Executive Director

See attached report of the Executive Director – June 2023

Cathy Hoog reviewed her Executive Director's Report in detail and answered all questions of the Board Members.

Charity Lezama – Congratulations on all of the grants that were awarded to SHA. I know all of the work that is involved in applying for grants. So, thank you.

Cathy Hoog – Debbie Tucker was instrumental in the preparation of CPA Grant Application and I want to thank her for that.

Veronica Miranda – had questions on the SHA Survey that is being created.

Cathy Hoog – I apologize, the survey was inadvertently left out of the board packet. We have completed the first draft and received lots of feedback. We are working on a second revision. The board members and LTOs will receive a copy so that we can receive feedback before finalization. The survey will be distributed at recertification.

Veronica Miranda – will every tenant be getting a copy of the survey?

Cathy Hoog – yes, at recertification.

Veronica Miranda – Congratulations to the agency starting their paperless journey. It gives employees with small children the opportunity to work from home and also benefits us as tenants.

Cathy Hoog – It will take a very long time to complete. It is a huge undertaking. It is definitely a way for us to be more efficient and all of this paper isn't good for the environment. It is good for staff to be able to work from home if a situation arises but the SHA is a public service agency and staff members do need to be present in the office to serve the public.

Veronica Miranda –asked about modernization and making bathrooms accessible.

Debbie Tucker - We are looking into it at Charter, Morency and Phillips. It is extremely expensive but we are working on this.

Cathy Hoog – Yes, as soon as possible.

VI. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Modernization Report, Voucher Report, Resident Service Coordinator Reports and Completed Work Orders for Month of May 2023)
- Press Release – May 18, 2023 – Healey-Driscoll Administration – Direct Subsidies, state and federal housing tax credits will support 27 projects in 20 communities across the state for low-income residents (Leefort Redevelopment Project is on the list)
- Correspondence from North Shore HOME Consortium to Cathy Hoog, Executive Director dated May 5th, 2023 re: HOME Funds Award for the Leefort Terrace Development Project in the amount of \$300,000.00
- Correspondence from DHCD now know as EOHLC (Executive Office of Housing and Livable Communities) to Charity Lezama, Chairperson re: Award in the amount of \$7,755,151.00 in HILAPP and PHIDP funds for the redevelopment of Leefort Terrace

VII. Reports of the Committees

There were no reports of the committees.

VIII. Unfinished Business

Salem Housing Authority – By-Laws

Cathy Hoog presented the amended By-Law to the Board for discussion and approval. Amended the By-Laws by deleting Chairman and inserting Chair.

Charity Lezama – Veronica, are you okay with tabling the By-Laws until July when we have all had the opportunity to review the By-Laws and make suggestions for changes?

Veronica Miranda – What changes?

Charity Lezama – Language changes, I need more time.

Veronica Miranda -Do any Board Members have any thoughts or ideas in terms of changes to the By-Laws?

Benjamin Shallop – No, no changes. Just maybe changing “he/him/his, she/her/hers, and they/them/theirs” to “they”.

Charity Lezama - is everyone in agreement with the change from Chairman to Chair?

The Board Members were in agreement and the following was voted:

Veronica Miranda moved to approve the Salem Housing authority By-Laws as amended and presented. 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 Miranda	

Charity Lezama – Anne, will you put this on the Agenda in July under unfinished business?

Anne Cameron – Yes.

IX. Recommendations of the Chair

There were no recommendations of the Chair.

X. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented the Bills and Transfers for the period April 1, 2023 through April 30, 2023.

Charity Lezama moved to approve the bills and transfers for the period April 1, 2023 through April 30, 2023 as presented. John A. Boris seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Cathy Hoog presented the Bills and Transfers for the period May 1, 2023 through May 31, 2023.

John A. Boris moved to approve the bills and transfers for the period May 1, 2023 through May 31, 2023 as presented. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for six (6) months ending March 31, 2023.

Veronica Miranda – asked a question relative to the disclosure letter that is attached to the monthly financials.

Cathy Hoog – said that it is a form letter that is used by the accountants and it is probably because the financial statements are prepared on a monthly basis and that the accountants know that every year an independent audit is performed.

Benjamin Shallop moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for six (6) months ending March 31, 2023. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for six (6) months ending March 31, 2023.

Veronica Miranda moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Seven (7) months ending April 30, 2023. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

XI. New Business

Salem Housing Authority Draft State Annual Plan/Capital Improvement Plan for Fiscal Year 2024 (For Board Information, Public Hearing Scheduled at July Board Meeting)

A draft copy of the State Annual Plan/Capital Improvement Plan for Fiscal Year 2024 is included in the Board Packet.

Cathy Hoog – Capital Improvement Plan – Certain procedures are required to be followed in preparing the CIP. There is a standard format for the CIP Plan. We are required to submit the Plan to the Board prior to the Public Hearing on July 12, 2023 for their review.

Charity Lezama – Anne, please put the Hearing on the Capital Improvement Plan at the top of the agenda. The Public Hearing will take place at 27 Charter Street Community Room.

Anne Cameron – will do.

Cathy Hoog – If there are any changes to the CIP Plan as a result of the Public Hearing an addendum will be attached and it will be incorporated as part of the plan.

Salem Housing Authority Draft Federal Annual Public Housing Agency Plan for Fiscal Year 2024 (For Board Information, Public Hearing Scheduled June 29, 2023)

For Board review, after RAB meetings and Public Hearing. Final vote will be taken at the July Regular Board Meeting.

Audited Financial Statements and Agreed Upon Procedures for Fiscal Year Ended September 30, 2022 submitted by Independent Auditor Marcum LLP

Cathy Hoog presented to the Board of Directors the Audited Financial Statements and Agreed Upon Procedures for Fiscal Year Ended September 30, 2022 submitted by Independent Auditor Marcum LLP.

Cathy Hoog – I am happy to report that there are no findings.

Veronica Miranda – asked what the following sentence means in the disclosure letter from Marcum “We have identified the following significant risks of material misstatement as part of our audit planning.”

- Management override of internal controls
- Improper revenue recognition
- Related Party transactions

Cathy Hoog – This is standard language that the auditors use in their disclosure letter and pursuant to their responsibilities under generally accepted auditing standards (Government Auditing Standards). There weren't any findings or they would have expanding on each bullet point. Those are just things they look for while conducting their audit.

Veronica Miranda – What does “Restriction on Use” mean? Does that mean that this document should not be a public document?

Cathy Hoog – It is not something that would consistently be shared as the auditors restrict the use to the Board and the SHA Management. There are copyrights to the Audit However, this is a public document.

Charity Lezama moved to accept the audited Financial Statements and the Agreed Upon Procedures for the fiscal Year Ended September 30, 2022 submitted by Independent Auditor Marcum, LLP. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Bid for Elevator Maintenance and Service for Various Developments

Cathy Hoog presented the lowest, responsive, and responsible bid for Elevator Maintenance and Service for Various Developments for approval by the Board of Directors.

Debbie Tucker – We only received 1 bid and we have used Delta Beckwith in the past and we feel comfortable using them.

Benjamin Shallop –I just want to make sure we are in compliance with prevailing wage guidelines.

Debbie Tucker – Yes, Contractors are required to submit with invoices certified payroll reports.

Benjamin Shallop moved to accept the lowest, responsive, and responsible bid of \$98,820.00 Elevator Maintenance and Service from Delta Beckwith Elevator Company. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Bid for EOHLC Project 258166 Waterproofing and Brick Repointing at Phillips House 705-4 in the amount of \$284,420.00

Cathy Hoog presented and explained to the Board in detail the Bid for EOHLC Project 258166 Waterproofing and Brick Repointing at Phillips House 705-4 in the amount of \$284,420.00 for approval by the Board of Directors.

Debbie Tucker – We had to go out and rebid this work. The first time we went out to bid, all of the bids received came in over budget. MJS Construction, Inc was the only bidder. We have used them before and feel comfortable with their work.

Benjamin Shallop moved to approve Bid for EOHLC Project 258166 Waterproofing and Brick Repointing at Phillips House 705-4 in the amount of \$284,420.00. John A. Boris seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Change Order #1 for EOHLC Funded Project 258155 Paving at Phillips House 705-4

Cathy Hoog presented and explained in detail to the Board Change Order #1 for EOHLC Funded Project 258155 Paving at Phillips House 705-4 for approval by the Board of Directors.

Charity Lezama moved to approve Change Order #1 for EOHLC Funded Project 258155 Paving at Phillips House 705-4. This Change Order in the amount of \$11,457.00 represents cleaning and repointing of vertical joints of catch basins. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Certificate of Substantial Completion Effective June 5, 2023 for EOHLC Project 258155 Asphalt Paving at Phillips House 705-4

Cathy Hoog presented and explained in detail to the Board for approval by the Board of Directors Certificate of Substantial Completion Effective June 5, 2023 for EOHLC Project 258155 Asphalt Paving at Phillips House 705-4

John A. Boris moved to approve Certificate of Substantial Completion Effective June 5, 2023 for EOHLC Project 258155 Asphalt Paving at Phillips House 705-4 as submitted by the contractor, Rene C. Lamarre Co., approved by the engineer, Bobrek Engineering & Construction, LLC. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

Certificate of Final Completion for EOHLC Project 258155 Asphalt Paving at Phillips House 705-4

Cathy Hoog presented and explained in detail to the Board Certificate of Final Completion for EOHLC Project 258155 Asphalt Paving at Phillips House 705-4.

Benjamin Shallop moved to approve the Certificate of Final Completion for EOHLIC project 258155 Asphalt Paving at Phillips House 705-4 and final payment in the amount of \$22,606.80 as submitted by the contractor, Rene C. Lamarre Co., approved by the engineer, Bobrek Engineering & Construction, LLC. John A. Boris seconded the motion and the roll call vote is as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Miranda

Nays

XII. Other Business/Late Communications

Charity Lezama – Does anyone have any other business to come before the Board?

Cathy Hoog - Yes, I do. I would like to request that the Board vote to authorize me to request a waiver from EOHLIC to take a unit off line to be used for the Rainbow Terrace Tenants Organization's Office since there is no community room at the Rainbow Terrace Development. I realize this is not ideal. This is a harsh reality that we need more space.

Veronica Miranda moved to authorize Cathy Hoog to request a waiver from EOHLIC to take a vacant unit off line at Rainbow Terrace for the use of the Rainbow Terrace Tenants' Organization Office. John A. Boris seconded the motion and the roll call vote is as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Veronica Miranda - Changes to By-Laws – who can make motions and other revisions.

Veronica Miranda – I would also like to do an equity audit of all SHA Policies to create policy equity.

Charity Lezama – I will look into that and follow-up with you.

XIII. Adjournment

Benjamin Shallop moved that the Board adjourn the Regular Meeting of Wednesday,

June 14, 2023 at 7:13 p.m. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop

Charity Lezama

John A. Boris

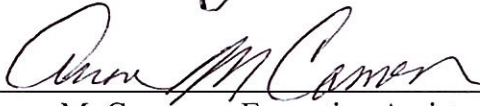
Veronica Miranda

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant