

**MINUTES of the Regular Board Meeting**

**Tuesday October 10, 2023 @ 5:30 PM at Swampscott Housing Authority, 6 Duncan Terrace, Swampscott, MA 01907**

**I. Catherine Esteverena (Board Chairperson) called the meeting to order at 5:31PM. Online attendance was available via Zoom and the meeting was recorded.**

**a. Roll Call**

**Present:**

Cynthia Tennant (via Zoom)  
Catherine Esteverena  
Charlie Patsios  
Paul Green

**Absent:**

Sean Regan

Also Present: Kevin Johnson, Executive Director/Acting Secretary, Joe Spindler, Tenant Association President, Jenna H Milne, Swampscott Housing Authority Accountant. Jenna departed the meeting at approximately 6:28pm.

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

Previous board meeting minutes were accepted pending changes. Commissioner Patsios seconded by Commissioner Tennant.

Ayes

Nays

Catherine Esteverena

0

Paul Green

Cynthia Tennant

Charlie Patsios

**III. Bills and Communication**

Moved by Commissioner Patsios to accept the bills of July 2023 with conditions of looking into the Exxon, mobile and climate zone check stubs. Seconded by Commissioner Tennant.

Ayes

Nays

Paul Green

0

Catherine Esteverena

Charlie Patsios

Cynthia Tennant

### **Report of the Executive Director**

The Executive Director reported that the waitlist has 17,984 applicants. Of that 12,723 are families, 2,482 are elderly and 2,779 are handicapped. The Authority has two units available, one senior handicapped at Doherty, and one family unit; a three bedroom. Also, there is a possibility of two more units and senior handicap becoming available by the end of the month. The Executive Director and maintenance staff have been working on the work order system, and clearing out a backlog of older work orders. We've extended the Wi-Fi reach for maintenance staff and a laptop to help out with execution, and clearing out the work orders. A new task for the maintenance staff is a preventative maintenance checklist for the month. This is to help with tasks that need to be done within a given month.

#### **IV. Old Business**

Review of Benchmarks for Executive Director during probationary period the executive Director has been working on the process of learning the Champ system. Along with that a training Nov. 3 in Bridgewater for procurement/ relationships to be a certified public housing executive.

\*\*\* Lettering of the SHA Truck is done and looks nice.

#### **V. New Business**

1. Revised 2022-2023 Budget approved for chapter 200, 667, 705, 668 and MRVP Motion by Commissioner Patsios seconded by Commissioner Tennant.

<u>Ayes</u>	<u>Nays</u>
Paul Green	0

Catherine Esteverena

Charlie Patsios

Cynthia Tennant

2. Agreement between Salem, Housing Authority and Swampscott for training and support. At \$75.00 an hour, Swampscott Housing Authority for 40 hours for the

Month of October. Motion made by Commissioner Patsios to accept the email as received from Salem Housing Authority with stipulation that the contract shall follow and mirror the email and content and we also put a maximum of 40 hours on it, until the next meeting, at which time it may or may not be reviewed..

Commissioner Green seconded.

<u>Ayes</u>	<u>Nays</u>	<u>Abstained</u>
Catherine Esterverana	0	Cynthia Tennant

Charlie Patsios

Paul Green

3. Air conditioner policy. Commissioner Tennant made a motion that Kevin Johnson, Joe Spindler and Angel Aponte rewrite the air conditioner policy. Seconded by Commissioner Esteverena.

<u>Ayes</u>	<u>Nays</u>
Paul Green	0

Charlie Patsios

Cynthia Tennant

Catherine Esteverena

4. Annual Meeting date Commissioner Tennant made a motion to have the Annual Meeting on December 12, 2023 Charlie Patsios seconded,

<u>Ayes</u>	<u>Nays</u>
Paul Green	0

Catherine Esteverena

Charlie Patsios

Cynthia Tennant

### **Adjournment**

Commissioner Esteverena moved to adjourn the meeting Seconded by Commissioner Tennant. Meeting adjourned at 7:08pm.

<u>Ayes</u>	<u>Nays</u>
Paul Green	0

Charlie Patsios

Catherine Esteverena

Cynthia Tennant

**Next Board Meeting: November 14, 2023**

Respectfully Submitted,

---

Kevin Johnson, Executive Director