

Swampscott Housing Authority

Minutes of the Regular Board Meeting January 12, 2021

A regular business meeting of the Swampscott Housing Authority was on-line via Go To Meeting.

The meeting was called to order by the Acting Secretary at 5:35 PM. Upon roll call, those present and those absent were as follows:

PRESENT: Richard Callahan
Catherine Esteverena
James Lombard
Jay McLaughlin

ABSENT: Naomi Dreeben

Pursuant to the open meeting law Gl. C. 30A, 18 and the Governors order imposing strict limitations on the number of people that may gather in a place. Members of the public are invited to view board meeting online. I received no questions and or comments were received.

OTHERS PRESENT: Irma Chez, Executive Director/Acting Secretary

MINUTES **MOTION** Catherine Esteverena **SECOND** James Lombard **VOTE** 3-0

VOTED: to accept for the record the Minutes of the Regular Business Meeting of January 12, 2020 as presented.

FINANCES **MOTION** James Lombard **SECOND** Jay McLaughlin **VOTE** 3-0

VOTED: to approve the December Vouchers as presented.

DIRECTOR CONTRACT **MOTION** Jay McLaughlin **SECOND** Catherine Esteverena
VOTE 3-0

VOTED: to extend SHA Directors Contract for one more year

Other Business: Board Member Catherine Esteverena made some comments on the December 8, 2020 Board Minutes. She revised such Minutes and noticed that a comment made by Board Member Naomi was not clearly worded. Acting Secretary Irma Chez said she will make such corrections and present at next February's meeting.

Executive Director Irma Chez provided an update to Board members about the Duncan Terrace Fuse Panel as of January 6, 2021 an advertisement was placed under legal notices with two local newspapers- Salem News and Lynn Item. As of January 14, 2021, a Pre-Bid walk through was scheduled for any vendor interested in bidding on the job. January 22, 2021 was the final day to have vendors submit proposals.

A discussion took place about the antivirus systems used and the price. As per last meeting two fees were charge for the antivirus McAfee \$127 each. Board Member Catherine Esteverena had raised her concern about the expense at a previous meeting. Director Irma Chez will use Malwarebytes as this is a free antivirus system. This will take effect next year as the fee for the antivirus McAfee has already been paid.

Director Irma discuss the Financial report and payment agreements as some family residents have balances due to Covid 19. The SHA has five residents under payment agreements based on the Rent Policy. Some paid a lump sum of 50% another a lump sum of 45% and all are under monthly installment payments. Residents are complying. Director will continue to monitor payments monthly.

The SHA has no residents under legal process as the goal of the SHA is work with its residents.

Director Irma Chez also discussed vacant units. One unit was leased as of January 7, 2021, working with another applicant for elderly housing unit. Continue to screen applications in hopes to find eligible candidates.

Director also discussed the way minutes and agenda are distributed to Board Members as per Board Member Catherine it is best to distribute a week in advance as Board Members need time to review and make any comments before the final draft. Director Irma Chez will work in getting minutes and agenda's done in a timely manner for all to review.

NEXT BOARD MEETING: February 9, 2021

MOTION TO ADJOURN:

MOTION Jay McLaughlin moved to adjourn January 12, 2021 Board meeting **SECOND** James Lombard

VOTE 3-0

Respectfully submitted

Irma Chez

Acting secretary/Executive Director

