

# Swampscott Housing Authority

## Minutes of the Regular Board Meeting December 8, 2020

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  
Naomi Dreeben

**ABSENT:** Jay McLaughlin

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 Naomi Dreeben VOTE 3-0

VOTED: to accept for the record the Minutes of the Regular Business Meeting of December 8, 2020 as presented.

FINANCES MOTION Naomi Dreeben SECOND James Lombard VOTE 3-0

VOTED: to approve the December Vouchers as presented.

POLICIES MOTION Catherine Esteverena SECOND Naomi Dreeben VOTE 3-0

VOTED: to approve both Air Conditioner Policy and Space Heater Policy for all sites.

Other Business: Discussion took place about paying a cleaning company upfront using COVID fund awarded to the SHA as we would need to spend before end of December. Naomi brought up a good suggestion if the SHA could pre-pay the cleaning company as the cases of COVID are on the rise and funding will not be available after December 31. Irma was not sure, if this can be done but she will verify with DHCH. A \$300 bonus was also discussed for maintenance personnel from COVID fund.

James suggested a \$500 bonus for the Director. Acting Secretary Irma stated that she was not sure if the bonus can also be given to the Director, but she would find out if this is possible.

At the end of the meeting there was a discussion about the Winn Development project and how a contribution may be possible for the inconvenience of building behind our Doherty Circle site, Board Member Naomi said that the Affordable Housing Trust was getting funds for the "inconvenience" to abutters.

James brought up a concern regarding construction behind Doherty Circle and possible damages to the building's infrastructure. Naomi expressed that it would be a good idea to talk to the town or to DHCD as this can certainly be put on some sort of agreement. If there are damages caused by the blasting Winn Development will be responsible.

The Board suggested that Irma as Director of SHA reach out to DHCD and find out who can help us with this matter.

**NEXT BOARD MEETING: January 12, 2021**

**MOTION TO ADJOURN:**

**MOTION** Naomi Dreeben moved to adjourn December 8, 2020 Board meeting **SECOND**  
James Lombard

VOTE 4-0

Respectfully submitted

*Irma Chez*

Acting secretary/Executive Director