

**MINUTES OF THE REGULAR MEETING VIA ZOOM**

**TUESDAY FEBRUARY 15, 2022 @ 5:30 PM**

**I. Called Meeting to Order at 5:30 PM**

**II. Roll Call**

Present: Richard Callahan	Absent:
Tara Cassidy-Driscoll	Cynthia Tennant
Catherine Esteverena	

Also Present: Irma Chez, Executive Director/Acting Secretary, Joanne Rosen-SSTA, Joe Spindler-SSTA, David Grishman-Select Board Liaison, Jenna Milne-SHA Accountant, Deb Newman, citizen.

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

The January 18, 2022 minutes were approved with the following corrections: Commissioner Cassidy-Driscoll stated that she must abstain as she has not yet filed her appearance of conflict-of-interest form as required as she does business with Mr. Patsios through her family's insurance company.

Commissioner Esteverena made a motion to accept the minutes as corrected, seconded by Tara.

**Ayes**

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteverena

**Nays**

**IV. Tenant/Public Engagement**

**V. Bills and Communication**

**VI. Report of the Executive Director**

The Executive Director gave a report about the waiting list and the number of vacancies.

She also presented the initiative Whole Foods Supermarket has taken to partnership with the SHA and food donation for our residents.

**VII. New Business**

Jenna presented the budgets for fiscal 2022 that included the 400, 689, and MRVP programs. She also included the administrative salary. She projected the elderly and family programs to be at a 40% reserve, which DHCD requires the Housing Authority to be a 35%.

Commissioner Tara Cassidy-Driscoll called a motion to approve the budgets presented, seconded Catherine Esteverena.

**Ayes**

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteverena

**Nays**

Chief Archer from the Fire Department asked if the board had any questions regarding the Elm Place Project and Tara asked if there was a particular issue that people might be concerned about. Chief Archer said there have been concerns and they will be addressed at the next Zoning Board Meeting.

Mr. Grishman recommended that the meetings be recorded and posted on the Town website to bring additional engagement and information. Catherine said that the office is entirely accessible, and meetings are recorded, and are very convenient for the tenants as they can easily walk to the meetings. She also stated that although the Town says the selection process for the new board member was unfair, it was the Tenant's Association that appointed the board member. Mr. Grishman brought up the concern about the ramp behind the office not being ADA compliant and it is against the Mass general law to have a public meeting a building that is not ADA compliant, which is why the Select Board is offering the High School to be used for meetings. Chair Callahan that as of right now, it is speculation on whether the ramp is wide enough or not, and it has never been an issue with the state government or the Town.

Director Chez corrected a comment made by a select board member at a meeting; the member said that the Housing Authority meetings are done in secret. As the acting secretary of the SHA Board, she sends the agenda on Thursdays via email to Susan Duplin Swampscott Town Clerk and to Brittney Jones, Administrative Assistant to the Town Clerk prior to the Tuesday's meetings and a confirmation email is received. Executive Director, Chez said that the meetings are public and are posted on the Town's website just like the other boards in Town.

**VIII. Old Business**

David Grishman talked about the Select Board having a split vote on the SHA Board vacant seat; there was no vote brought to the floor. The Select Board will not take any action and will wait until the April's election.

Commissioner Esteverena made a comment about the SHA board having to postpone February's regular because there was not a quorum due to one of the board members being ill and the vacant seat not being filled on time.

**IX. Adjournment**

Chair Callahan called for an adjournment.

Commissioner Cassidy-Driscoll motioned to adjourn. Second: Commissioner Esteverena.

Motion carried.

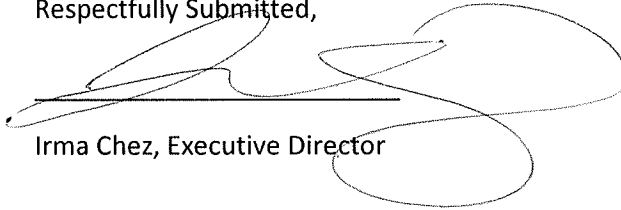
**Ayes**

**Nays**

Tara Cassidy-Driscoll  
Richard Callahan  
Catherine Esteverena

**Next Board Meeting: March 08, 2022**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Irma Chez', is written over a horizontal line. The signature is stylized and includes several loops and flourishes.

Irma Chez, Executive Director