

Members of the Swampscott Housing Authority met in Regular Session January 14, 2020 at 5:30PM at 6 Duncan Terrace in Swampscott, Massachusetts.

The meeting was called to order by the Chairperson at 5:30 PM. Upon roll call, those present and those absent were as follows:

PRESENT: James Lombard John (Jay) McLaughlin Richard Callahan
Catherine Estevena

ABSENT: None

ALSO, PRESENT: Donna McDonald, Acting Secretary

Notice is hereby given in accordance with §23A of Chapter 39 of the General Laws, NOTICE OF MEETING, as amended, that a Regular Meeting of the Swampscott Housing Authority will be held on Tuesday, January 14, 2020 at 5:30 PM at 6 Duncan Terrace, Swampscott, Massachusetts.

SWAMPSCOTT HOUSING AUTHORITY

Donna McDonald

Acting Secretary

January 14, 2020

I, Donna McDonald, the duly appointed and qualified Secretary of the Swampscott Housing Authority, do certify that on January 9, 2020, I filed with the Town Clerk of the Town of Swampscott, A Notice of Meeting, of which the foregoing is a True and Correct Copy.

Notice of Regular Meeting with certification as to the service of the Notice of Regular Meeting attached thereto, and the waiver of Notice and Consent of the Regular Meeting as signed by members of said Authority, were read and ordered spread upon the minutes of this Regular Meeting and filed for the record.

NOTICE OF REGULAR MEETING

John (Jay) McLaughlin, Chairperson

Richard Callahan, Vice Chairperson

James Lombard, Treasurer

Catherine Estevena, Vice Treasurer

You are hereby notified that the members of the Swampscott Housing Authority are called in Regular Session at 5:30 PM on Tuesday, January 14, 2020 at 6 Duncan Terrace, Swampscott, Massachusetts.

MOTION: by Richard Callahan to approve the Minutes of the December 10, 2019 meeting as presented.

SECOND: John (Jay) McLaughlin

VOTE: Upon roll call the "Ayes" and "Nays" were as follows"

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the minutes of the December 10, 2019 meeting as presented.

MOTION: by John (Jay) McLaughlin to approve the Minutes Of The Executive Session of December 10, 2019 as presented with edited corrections.

SECOND: Catherine Estevena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows"

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the Minutes of The Executive Session of December 10, 2019 as presented with edited corrections.

MOTION: by Richard Callahan to approve the January 2020 vouchers for payment as presented.

SECOND: by John (Jay) McLaughlin

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the January 2020 vouchers for payment as presented.

OLD BUSINESS:

UPDATE: Executive Director Position Search: The Swampscott Housing Authority received nine resumes for the position of Executive Director. Catherine Estevena and James Lombard will conduct telephone interviews on the most qualified and possible finalist. After the telephone interviews, the two most qualified candidates will be scheduled for face to face interviews at the

next Board Meeting with the full Board, it is anticipated that a final decision on hiring a new Executive Director will be made by the Board at that time.

Doherty Circle: Light Project Complete

NEW BUSINESS:

The Massachusetts Department of Housing and Community Development (DHCD) announced a Formula Funding Award to the Swampscott Housing Authority for FY 2023 of \$183,498.00.

Board Members acknowledge the passing and great loss of long time Board Member, Barbara Eldridge. Barbara request that in lieu of flower that donations be made to the Camp Rotary Activities Fund.

MOTION: by Richard Callahan to approve a \$100.00 donation from members comp fund to Camp Rotary Activities Fund in the memory of Barbara Eldridge.

SECOND: by Catherine Esteverena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve a \$100.00 donation from members comp fund to Camp Rotary Activities Fund in the memory of Barbara Eldridge.

NEXT SCHEDULE BOARD MEETING: The next schedule Board Meeting is Tuesday, January 11, 2020, however due to vacations of Board Members and the need to schedule face to face interviews with Executive Director candidates, the February Board Meeting will be rescheduled to Tuesday February 18, 2020.

MOTION: by James Lombard to approve the rescheduling of the February Board Meeting to Tuesday, February 18, 2020.

SECOND: by John (Jay) McLaughlin

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the rescheduling of the February Board Meeting to Tuesday, February 18, 2020.

No other Business before the Board

MOTION: by Richard Callahan to adjourn the January Board Meeting.

SECONDED: by Catherine Estevena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared the vote to adjourn the January Board Meeting is unanimous.

Meeting Adjourned 7:00 PM

Next Meeting February 18, 2020

Members of the Swampscott Housing Authority met in Regular Session February 18, 2020 at 5:30PM at 6 Duncan Terrace in Swampscott, Massachusetts.

The meeting was called to order by the Chairperson at 5:30 PM. Upon roll call, those present and those absent were as follows:

PRESENT: James Lombard John (Jay) McLaughlin Richard Callahan
Catherine Esteverena (telephone)

ABSENT: None

ALSO, PRESENT: Donna McDonald, Acting Secretary; Marilyn Hurwitz, Director Swampscott Senior Center; Irma Cruz; Amy LaFave

Notice is hereby given in accordance with §23A of Chapter 39 of the General Laws, NOTICE OF MEETING, as amended, that a Regular Meeting of the Swampscott Housing Authority will be held on Tuesday, February 18, 2020 at 5:30 PM at 6 Duncan Terrace, Swampscott, Massachusetts.

SWAMPSCOTT HOUSING AUTHORITY

Donna McDonald

Acting Secretary

February 18, 2020

I, Donna McDonald, the duly appointed and qualified Secretary of the Swampscott Housing Authority, do certify that on February 12, 2020, I filed with the Town Clerk of the Town of Swampscott, A Notice of Meeting, of which the foregoing is a True and Correct Copy.

Notice of Regular Meeting with certification as to the service of the Notice of Regular Meeting attached thereto, and the waiver of Notice and Consent of the Regular Meeting as signed by members of said Authority, were read and ordered spread upon the minutes of this Regular Meeting and filed for the record.

NOTICE OF REGULAR MEETING

John (Jay) McLaughlin, Chairperson

Richard Callahan, Vice Chairperson

James Lombard, Treasurer

Catherine Esteverena, Vice Treasurer

You are hereby notified that the members of the Swampscott Housing Authority are called in Regular Session at 5:30 PM on Tuesday, February 18, 2020 at 6 Duncan Terrace, Swampscott, Massachusetts.

MOTION: by Richard Callahan to approve the Minutes of the January 14, 2020 meeting as presented.

SECOND: John (Jay) McLaughlin

VOTE: Upon roll call the "Ayes" and "Nays" were as follows"

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the minutes of the January 14, 2020 meeting as presented.

MOTION: by Richard Callahan to approve the February 2020 vouchers for payment as presented.

SECOND: by James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the February 2020 vouchers for payment as presented.

NEW BUSINESS: Certificate of Deposits St Jeans' Credit Union and Eastern Bank

Mr. John McLaughlin updated the Board on the information he received from both institutions on the penalties of early withdrawal and the rate of a secured loan against the certificates. Motion by John McLaughlin to contact the Authority's fee accountant, Jenna Milne, relay the early withdrawal penalty information vs secured loan to her and seek her best financial recommendation for the Authority.

Seconded by Richard Callahan

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve contacting the fee accountant is unanimous

The Chairperson called Ms. Irma Cruz to the meeting table for her interview for the advertised position of Executive Director. The Board Members asked why Ms. Cruz was interested in the position, what were her qualifications for the position, what are goals for her and for the Swampscott Housing Authority, what would she bring to the Authority and it's residents if hired the Board Members thanked for her time and would be in contact of any decision

The Chairperson called Ms. Amy LaFave to the meeting table for her interview for the advertised position of Executive Director. The Board Members asked why Ms. LaFave was interested in the position, what were her qualifications for the position, what are goals for her and for the Swampscott Housing Authority, what would she bring to the Authority and it's residents if hired the Board Members thanked for her time and would be in contact of any decision

After much discussion, the Board instructed the Executive Director do contact the references and perform a CORI background check on the candidate they were interested in hiring. If all the background information is positive, then the Board will make an employment offer.

No other Business before the Board

MOTION: by Richard Callahan to adjourn the February Board Meeting.

SECONDED: by James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared the vote to adjourn the February Board Meeting is unanimous.

Meeting Adjourned 7:15 PM

Next Meeting March 10, 2020

Members of the Swampscott Housing Authority met in Regular Session March 17, 2020 at 5:30PM at 6 Duncan Terrace in Swampscott, Massachusetts.

The meeting was called to order by the Chairperson at 5:30 PM. Upon roll call, those present and those absent were as follows:

PRESENT: James Lombard John (Jay) McLaughlin Richard Callahan (telephone)
Catherine Estevena

ABSENT: None

ALSO, PRESENT: Donna McDonald, Acting Secretary

Notice is hereby given in accordance with §23A of Chapter 39 of the General Laws, NOTICE OF MEETING, as amended, that a Regular Meeting of the Swampscott Housing Authority will be held on Tuesday, March 17, 2020 at 5:30 PM at 6 Duncan Terrace, Swampscott, Massachusetts.

SWAMPSCOTT HOUSING AUTHORITY

Donna McDonald

Acting Secretary

March 13, 2020

I, Donna McDonald, the duly appointed and qualified Secretary of the Swampscott Housing Authority, do certify that on March 13, 2020, I filed with the Town Clerk of the Town of Swampscott, A Notice of Meeting, of which the foregoing is a True and Correct Copy.

Notice of Regular Meeting with certification as to the service of the Notice of Regular Meeting attached thereto, and the waiver of Notice and Consent of the Regular Meeting as signed by members of said Authority, were read and ordered spread upon the minutes of this Regular Meeting and filed for the record.

NOTICE OF REGULAR MEETING

John (Jay) McLaughlin, Chairperson

Richard Callahan, Vice Chairperson

James Lombard, Treasurer

Catherine Estevena, Vice Treasurer

You are hereby notified that the members of the Swampscott Housing Authority are called in Regular Session at 5:30 PM on Tuesday, March 17, 2020 at 6 Duncan Terrace, Swampscott, Massachusetts.

MOTION: by James Lombard to approve the Minutes of the February 18, 2020 meeting as presented.

SECOND: John (Jay) McLaughlin

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the minutes of the February 18, 2020 meeting as presented.

MOTION: by John (Jay) McLaughlin to approve the March 2020 vouchers for payment as presented.

SECOND: by James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the March 2020 vouchers for payment as presented.

UPDATE: Certificate of Deposits St Jeans' Credit Union and Eastern Bank

Executive Director reported to the Board that SHA accountant recommended making an early withdrawal due to lower penalty on the CD at St Jeans' Credit Union in the amount of \$107,000 and when the CD at Eastern Bank matures close it out and deposit the monies into the CD at St Jeans' Credit Union to have your monies at a higher interest rate and the accessibility of the monies.

Motion by James Lombard to make an early withdrawal from the CD at St Jeans' Credit Union in the amount \$107,000 to have monies available to cover the costs of the accrued vacation time and sick time payable to the retiring executive director.

Seconded by John (Jay) McLaughlin

The Chairperson declared the vote unanimous to approve the withdrawal from the CD at St

Jeans' Credit Union.

Doherty Circle-Fence Replacement Project Executive Director informed the Board that the property on Pittman Road owned by William DiMento, the abutter, has just been sold to Bruce

Paradise last week. Mr. Paradise thought the fencing was not necessary; that placing bollards instead of a fence would be enough to keep people from driving through the properties. The Board decided to place this on hold until a site visit could be done the review the matter with this recommendation.

Executive Director Position:

The Board discussed the e-mail response from Irma Chez requesting a salary of \$68,000.00 for the position of Executive Director. All agreed the requested amount was not to be considered because Ms. Chez is not certified for the State Public Housing Administrator. Although she does have numerous certifications, they all are pertaining to federal programs not state. Richard Callahan recommended a midway point of \$65,000.00 which would leave the option of an increase after Ms. Chez is certified. The Board agreed.

Motion by John (Jay) McLaughlin to make a final offer to Ms. Chez with a salary of \$65,000.00. Seconded by Catherine Estevearena

Chairperson declared the Vote to make the new salary offer is unanimous

NEW BUSINESS: MASS NAHRO Spring Conference Executive Director submitted a sample ad for the Conference Program Book with the updated information. The Authority usually does the silver ad for a cost of \$75.00.

Motion by John (Jay) McLaughlin to approve purchasing an ad for the program book. Seconded by James Lombard

The Chairperson declared the vote unanimous to purchase the ad in the Program Book
Donna McDonald recommended the Board vote to approve the new Executive Director register for attendance at the MASS NAHRO Spring Conference which was scheduled for May 2020 but due the state of emergency has been rescheduled for September 2020. Registration is still needed because the available rooms at Seacrest go very quickly. The conference attendance would give the new Director an opportunity to attend the many sessions and met other Directors and the staff from DHCD.

Motion by John (Jay) McLaughlin to approve the new Executive Director's registration for the MASS NAHRO 3-day conference at Seacrest Falmouth, MA. Seconded by Catherine Estevearena

The Chairperson declared the vote to approve the Executive Director's attendance and conference registration is unanimous

The SHA received a Public Records Request from a reported of the Boston Globe. This request was also sent to all the housing authorities in the north shore. The request was acknowledged and followed up with request for extra time due to staffing issues.

No other Business before the Board

MOTION: by James Lombard to adjourn the February Board Meeting.

SECONDED: by Catherine Esteverena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared the vote to adjourn the March Board Meeting is unanimous.

Meeting Adjourned 6:15 PM

Next Meeting April 14, 2020

Notice of Regular Meeting with certification as to the service of the Notice of Regular Meeting attached thereto, and the waiver of Notice and Consent of the Regular Meeting as signed by members of said Authority, were read and ordered spread upon the minutes of this Regular Meeting and filed for the record.

NOTICE OF REGULAR MEETING

John (Jay) McLaughlin, Chairperson

Richard Callahan, Vice Chairperson

James Lombard, Treasurer

Catherine Estevena, Vice Treasurer

You are hereby notified that the members of the Swampscott Housing Authority are called in Regular Session at 5:30 PM on Tuesday, April 21, 2020 on-line via ZOOM.

MOTION: by James Lombard to approve the Minutes of the March 18, 2020 meeting as presented.

SECOND: Catherine Estevena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows"

3 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the minutes of the March 18, 2020 meeting as presented.

MOTION: by James Lombard to approve the April 2020 vouchers for payment. He has viewed and signed them in the office

SECOND: by Catherine Estevena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

3 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the April 2020 vouchers for payment as presented.

UPDATE Doherty Circle-Fence Replacement Project

Board Member, James Lombard, viewed the area in question at Doherty Circle. He recommended installing the fence as planned since the present one is in very bad shape; placing bollards as the abutter suggested wouldn't secure the property as we want. The Board agreed to proceed forward with the planned fence project for Doherty Circle.

NEW BUSINESS: Town Administrator, Sean R. Fitzgerald COVID-19 Update

The Town of Swampscott Board of Health and the Fire Department has been collaborating with the Housing Authority to keep the elderly residents informed of the protective measures to be used for their safety and wellbeing. Social distancing must be observed at all times. There are 70 reported cases in Swampscott as of today. Marianne Hart from the Board of Health wanted to remind everyone that face masks are essential for use in all common areas, laundry rooms and hallways. There are grab to go lunches and meals which can be delivered to the elderly residents; they can contact the Swampscott Senior Center for assistance. Schools are closed for this year. Naomi Dreeben wanted to inform everyone if someone needs a face mask they are available for free at Panera Bread Swampscott Mall or contact GLSS for other locations to pick up free masks.

No other Business before the Board

MOTION: by John McLaughlin to adjourn the April 2020 Board Meeting.

SECONDED: by Catherine Esteverena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

3 Ayes
0 Nays

The Chairperson declared the vote to adjourn the April Board Meeting is unanimous.

Meeting Adjourned 6:15 PM

Next Meeting May 12, 2020

May 7, 2020

I, Irma Chez, the duly appointed and qualified Secretary of the Swampscott Housing Authority, do certify that on May 7, 2020, I filed with the Town Clerk of the Town of Swampscott, A Notice of Meeting, of which the foregoing is a True and Correct Copy.

Notice of Regular Meeting with certification as to the service of the Notice of Regular Meeting attached thereto, and the waiver of Notice and Consent of the Regular Meeting as signed by members of said Authority, were read and ordered spread upon the minutes of this Regular Meeting and filed for the record.

NOTICE OF REGULAR MEETING

John (Jay) McLaughlin, Chairperson

Richard Callahan, Vice Chairperson

James Lombard, Treasurer

Catherine Esteverena, Vice Treasurer

You are hereby notified that the members of the Swampscott Housing Authority are called in Regular Session at 5:30 PM on Tuesday, May 12, 2020 on-line via Go To Meeting.

MOTION: by John McLaughlin to approve the Minutes of the April 21, 2020 meeting as presented.

SECOND: James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the minutes of the April 21, 2020 meeting as presented.

MOTION: by John McLaughlin to approve the May 2020 vouchers for payment. He has viewed and signed them in the office

SECOND: by James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the May 2020 vouchers for payment as presented.

UPDATE Doherty Circle-Fence Replacement Project

One bid was obtained by Sentry Fence. Will work on getting two more bids.

NEW BUSINESS: Account Receivable-Uncollectable

Write off \$1,190 for uncollected past residents balances.

MOTION: by John McLaughlin to approve the write off \$1,190 for uncollected balances.

SECOND: by James Lombard

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared unanimous the vote to approve the May 2020 vouchers for payment as presented.

No other business before the Board

MOTION: by John McLaughlin to adjourn the May 2020 Board Meeting.

SECONDED: by Catherine Esteverena

VOTE: Upon roll call the "Ayes" and "Nays" were as follows:

4 Ayes
0 Nays

The Chairperson declared the vote to adjourn the May Board Meeting is unanimous.

Meeting Adjourned 6:15 PM

Next Meeting June 9, 2020

Swampscott Housing Authority

Minutes of the Regular Board Meeting June 9, 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 Chairperson at 5:35 PM. Upon roll call, those present and those absent were as follows:

PRESENT: Jay McLaughlin

Catherine Estevena

James Lombard

ABSENT: Richard Callahan

Pursuant to the open meeting law G.L. 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 Jay McLaughlin SECOND James Lombard VOTE 3-0

VOTED: to accept for the record the Minutes of the Regular Business Meeting of June 9, 2020 as presented.

FINANCES MOTION Jay McLaughlin SECOND James Lombard VOTE 3-0

VOTED: to approve the June Vouchers as presented.

MOBILE PHONES MOTION Jay McLaughlin SECOND James Lombard VOTE 3-0

VOTED: to approve the cancellation of 3 Verizon mobile phones paid in full by SHA. Instead employees will manage own phone services and SHA will provide a stipend of \$25 per month as presented.

HOUSING TRUCK MOTION Jay McLaughlin SECOND Catherine Estevena VOTE 3-0

VOTED: to approve new truck policy as presented.

PAYROLL MOTION Jay McLaughlin SECOND James Lombard VOTE 3-0

VOTED: to approve the services of complete solutions for payroll service as presented.

Other Business: Discussion took place about getting help for Executive Director, as current assistant can only answer phones from home 5 hours on Mondays and 5 hours on Wednesdays.

NEXT BOARD MEETING: July 28, 2020

MOTION TO ADJOURN:

MOTION Jay McLaughlin to adjourn June 9, 2020 Board meeting **SECOND** Catherine Estevena

VOTE 3-0

Respectfully submitted

Irma Chez

Acting secretary/Executive Director

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 Estevena
James Lombard
Naomi Dreeben

ABSENT: Jay McLaughlin

Pursuant to the open meeting law G.L. 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 Estevena 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 Estevena 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 Ches

Acting secretary/Executive Director