

**MINUTES OF THE  
MEETING  
TUESDAY June 22, 2021 @ 5:30 PM**

**I. Called Meeting to Order at 5:33 PM**

**II. Roll Call**

Present: Richard Callahan                      Absent:  
          Catherine Estevearena  
          Tara Cassidy-Driscoll  
          Cynthia Tennant  
          Naomi Dreeben late 5:37 PM

Also Present: Irma Chez, Executive Director/Acting Secretary

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

May 20, June 1, and June 15 Minutes will be presented during the following meeting.

**IV. Tenant/Public Engagement**

**V. Bills and Communication**

**VI. Report of the Executive Director**

**VII. Old Business**

Director Chez informed the Board that she hired a Resident Services Coordinator with over 25 years' experience in the field. Her start date will be July 19, 2021.

On a separate discussion, Commissioner Dreeben proceeded to ask if Director Chez received a raft draft from Marzie Galazka, Director of Community Development, a description of Doherty Circle development and its current conditions. Commissioner Dreeben stated that Marzie Galazka, was helpful in assisting the SHA complete an application for the grant.

A discussion opened about the draft itself and the facts stated that Doherty Circle lacked a community space and a laundry facility. The commissioners argued that it does lack these but in fact the spaces are limited.

Commissioner Dreeben continued reading the draft and the relocation subject was brought up. Commissioner Tennant said that the Board would have to investigate that in detail since if the application moves forward and the Board agrees to add units. The SHA would need to find units for current residents to relocate, while construction happens. The only other elderly site is Duncan Terrace and the SHA cannot have any be vacant units (for purpose of

relocation) for a long period of time as this is the Swampscott Housing Authority's source of income to pay the bills. The relocation of the residents at Doherty Circle would pose a challenge to the SHA since there is not enough space to temporarily move them.

Director Chez mentioned that she was very concerned about this application because she had a call with Marzie Galazka, David Hedison and Kurt Fulton from DHCD regarding the planning and the outcome of this proposed opportunity.

Director Chez stated that she is 100% all for affordable housing but the commissioners must understand that she was only hired to maintain the existing units. With very limited staff applications like these become a challenge because unlike bigger housing authorities, they have specific departments assigned to work on grants and similar applications.

Director Chez expressed that she is happy and wants to continue doing what she is doing but putting this kind of application process (NOFA Grant) on her plate goes beyond her job description. She also mentioned that some of the board members were not part of the hiring process and that she would like to bring back the actual job description because although she was hired to work 32 hours a week, she ends up working over 45 hours without extra pay.

Commissioner Esteverena mentioned the deadline being too close to complete as the dateline is July 9, 2021. As everyone was advised on such a short notice (June 15 was the introduction of such application by Commissioner Dreeben and Marzie Galazka Director of Community Development)

Commissioner Esteverena asked Director Chez if there was going to be another round of funding down the road, in which Director Chez said "there will be".

NOFA Application describes the Housing Authority as solely the owner and the operator of the project Not a grand where a 3<sup>rd</sup> Party would manage and or owned.

Director Chez suggested not to continue with the application because there are many projects taking place such as the roofing, annual inspections, LED lights installation, and many more.

Director Chez asked "Why do we continue to just focus on Doherty Circle" main subject when there are other sites like Cherry Street and Cherry Court that also need attention.

The town keeps pushing it because of the Elm Place and Winn Development. Director Chez said.

Director Chez said that the funding will be available again. With so many things going on, it is better to wait for the next round. Again, Commissioner Dreeben offered to help Director Chez by gathering all the information needed to move forward with the application subject to working around the Director's schedule and if it doesn't work out, then the application would be disregarded.

Commissioner Dreeben opened a motion to continue with the NOFA Application, seconded by Commissioner Cassidy-Driscoll and the vote was as follows:

**Ayes**

Tara Cassidy-Driscoll  
Naomi Dreeben

**Nays**

Richard Callahan  
Catherine Esteverena  
Cynthia Tennant

The motion does not carry, meaning not moving forward with the application. The commissioners suggested looking into future dates for possible funding to be prepared and ready.

Director presented DHCD project #291056 Completion approval of Fuse Panels at Duncan Terrace.

Chair Callahan moved to approve the Work order scope project #291056. Commissioner Cassidy Driscoll seconded the motion, and the roll call vote was as follows:

**Ayes**

Richard Callahan  
Naomi Dreeben  
Catherine Esteverena  
Tara Cassidy-Driscoll  
Cynthia Tennant

**Nays**

**VIII. New Business**

Director Chez presented the Annual Plan for Fiscal Year 2022 and reported that the reserves have improved from 21% to 36% since last time. She mentioned Ryan Place, which is the 689 program; there is some funding for carpeting for the first floor worth \$4,400.00. There is also funding for restriping the parking lots worth \$2,509.00 and funding for water heaters replacement worth \$10,589.00. Director expressed that she will be working with Action to see if the SHA can get it for free, but if not, there is funding allocated for that. A total of \$6,562.00 was allocated for a Handicap Accessible door at Ryan Place and repairment costs. Since two of sites of the SHA are located right next to the train, there is some funding for structural repair.

The upcoming project, which is the roof replacement over at Cherry St./Ct. has started by a couple of companies waking the property to potentially place their bids to DHCD. Out of the total cost \$246,025.00, some funding was allocated to pay the architectures who gathered the plans and completed their part of the job.

The window replacement project will take place between Fiscal Year 2025-2026 and storm doors as well.

Based on the inspections performed by DHCD on a yearly basis, determinations are made as to where funding should be allocated towards.

When the Fuse Panel started, there was asbestos found in the Duncan Terrace property and DHCD awarded the SHA a total of \$28,500.00 to remove the asbestos, which has been taken care of.

A discussion opened about work orders and Director Chez informed the board that the system has improved; with PHA web, maintenance staff is able to receive works orders everywhere they are, as well as the answering service, every time there is an emergency call, they receive it directly.

Another issue was vacancies, there were many empty units over at Cherry ST/CT but the SHA is slowly catching and creating a system where every time there is a vacant unit, the office staff starts working on a waitlist for a possible unit offer.

Catherine Esteverena moved to approve the Annual Plan draft, seconded by Cynthia Tennant, and the vote was as follows:

Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Naomi Dreeben  
Catherine Esteverena  
Cynthia Tennant

**IX. Adjournment**

Commissioner Esteverena moved to adjourn June 22, 2021, Board meeting Seconded by Chair Callahan and the roll call vote was as follows:

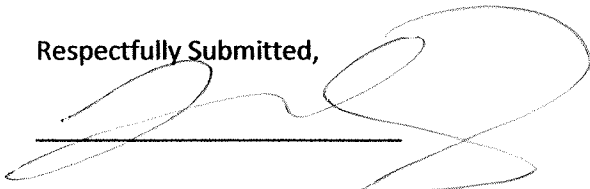
Ayes

Nays

Tara Cassidy-Driscoll  
Richard Callahan  
Naomi Dreeben  
Catherine Esteverena  
Cynthia Tennant

**Next Board Meeting: July 27, 2021**

Respectfully Submitted,

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the person submitting the document.

Irma Chez, Executive Director