

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 Esteverena
James Lombard

ABSENT: Richard Callahan

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 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 MacLaughlin SECOND James Lombard VOTE 3-0

VOTED: to approve the cancelation 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 MacLaughlin SECOND Catherine Esteverena 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 MacLaughlin to adjourn June 9, 2020 Board meeting **SECOND** Catherine Esteverena

VOTE 3-0

Respectfully submitted

Irma Chez

Acting secretary/Executive Director