

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 Esteverena

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 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, 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 Esteverena

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 Esteverena

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