

MINUTES OF THE REGULAR MEETING IN PERSON & VIA ZOOM

TUESDAY OCTOBER 11,2022 @ 5:30 PM

I. Called Meeting to Order at 5:33 PM

II. Roll Call

Present:

Sean Regan
Cynthia Tennant
Catherine Esteverena

Absent:

Richard Callahan

Also Present: Irma Chez, Executive Director/Acting Secretary

III. Minutes of Previous Meeting (s)

Will be provided at the October Meeting.

IV. Tenant/Public Engagement

Joan Hubbard
David Grishman-Select Board member

V. Bills and Communication

Waitlist – 12,162 applicants
Two vacancies

20 work orders-19 completed

VI. Report of the Executive Director

Director Chez reported on the financials for the month of August; she said that the family and elderly sites cash reserve was at 36.3% per DHCD the requirement is 35%. The 689 Program continues to be at a negative reserve but the contract renewal for another year with Northeast Arc increases the rent another \$400.00 each month was effective September 1, 2022.

A motion was made by Sean Regan to approve the August Financial Reports seconded by Cynthia Tennant and the vote was a follow:

Ayes

Sean Regan
Catherine Esteverena
Cynthia Tennant

Nays

VII. Old Business

Executive Chez submitted a letter to the Town administrator Sean Fitzgerald dated September 28, 2022, in such Swampscott Housing Authority was making a second request for ARPA Funds. In such, it was point out that an email from Director of DHCD Ben Stone was forward to Amy Sarro, Sean Fitzgerald, David Grishman and Neal Duffy as per David Grishman had requested information about the matching funds from the High Leverage Asset Preservation program (max \$2.5 to \$1 of local match). Enclosed a copy of emails, the first request sheet allocating funds and a quote for a new truck as the housing plows its own properties. Chez also, mentioned that Town Administrator Sean contacted her and suggested meetings with her and discuss the needs of the Swampscott housing authority. Chez expressed her agreement to meet, as it is long overdue for her, and Sean meet and put on the table the needs and both the town, and the SHA can work together for the same common good. David Grishman, said he would love to join such meeting, if it were in the morning, he would make himself available.

VIII. New Business

Director Chez presented the Fair Marketing Housing Plan to the board as we are required for implementing federal and state civil rights laws that affect the admission, occupancy, and procurement of services for the SHA. When developing, marketing, or leasing units, the Fair Housing Marketing Plan applies. Such Plan will need to be uploaded to the centralized waitlist CHAMP and a board vote will need to be uploaded as well.

As part of the marketing efforts a website will need to be created. Chez also, provided a quote for a website creation with Management Computer Services, a one-time fee for a website design would cost \$3,000 and the creation of emails and domain name will have extra charges. She explained that this is the same company that offers the software that the SHA uses as part of the administration operations.

Commissioner Esteverena expressed her concern for the high price, and asked if DHCD would provide extra funds for such an expense. Chez expressed to the board, that there will be no extra funds for the website, but that this expense would need to be made and it should've had been made before as it's a way to communicate with residents, upload policies, agendas, minutes and information of board members contact information etc.

David Grishman-Select Board member suggested possibly discussing the need to have a possible page in the town's website and save some funds by having the town help us with the website matter.

A motion was made by Cynthia Tennat to approve the Fair Housing Marketing Plan, seconded by Catherine Esteverena and the vote was as follows:

Ayes

Sean Regan
Catherine Esteverena
Cynthia Tennant

Nays

Commissioner Tennant mentioned to the Board that the Contract for the director chez was up the end of September and that based on the new implemented marketing plan and a website and all the hours that are worked by the director, she would agree to approve the highest pay. Commissioner Esteverena and Commissioner Regan both agreed that it should be investigated and discussed on the next board meeting. Commissioner Tennant asked if the Board had the authority to approve a full-time position to the director and what would the steps be and or is it something that DHCD would need to approve. Tennant, asked if it was okay for her to contact DHCD and asked if this is possible for the director be approved a full time salary and not a part time as the difference is 5 hours. Part time is 32 hours a full-time position is considered 37.5 hours.

Vice-Chair asked the Swampscott Housing Tenant Association for their comments/concerns that they had the floor open to speak. Cynthia Tennant vice president of the Tenant Association said that she will be speaking on behalf of the association as Joe Spindler President of the Tenant association was not able to attend due to an appointment. She stated that the tenant association had a meeting at the Doherty Circle and the attendance was bigger as residents, are getting more involved.

Cynthia expressed, that a Veteran at Doherty Circle, would like to put up a U.S Marine Flag, but was not sure if it would be allowed. Commissioner Regan said that it is a first amendment and that in Boston they lift flags almost every day. He sees no reason, not to allow it. Cynthia asked, if this should be a policy. Commissioner Regan said not now, but I would think that if other residents want to put up a different flag, at that time we would need to have a policy in place.

The Tenant Association brought the CORI matter for all employees, as Cynthia stated it is her understanding and the association understanding that since Chez took over all new employees have had CORI's run but was wondering can there be an amendment to the existing CORI including all past, present and future employees to have a CORI run. Commissioner Esteverena, I wouldn't be against it but it would be better if we would read the current CORI carefully, before making a motion on this matter. Chez would be providing such policy to all board members and will be discussed on the next Board meeting, scheduled for November 8, 2022. On a separate note Cynthia, asked David Grishman if the town would put up some speed bumps at our Duncan Terrace as some cars do go by too fast, David Grishman said that it would be up to the traffic commission and suggested that we contact Linda Hay and or Officer Boyd.

IX. Adjournment

Cynthia Tennant made a motion to adjourn. Second by
Comm. Regan. Unanimous. Motion carried.

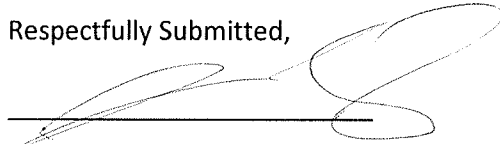
Ayes

Nays

Catherine Esteverena
Cynthia Tennant
Sean Regan

Next Board Meeting: November 8, 2022

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Irma Chez', is written over a solid horizontal line. The signature is stylized and loops back to the right.

Irma Chez, Executive Director