

Minutes of Annual Board Meeting - Swampscott Housing Authority  
6 Duncan Terrace  
Swampscott, MA 01907 5:30 PM

January 16, 2024

Received by Town Clerk  
April 3, 2024 1:28pm

Meeting called to order at 5:30 by Catherine Esteverena

Present

Paul Green, Treasurer  
Catherine Esteverena, Chairperson  
Charlie Patsios, Vice-Chair  
Kevin Johnson, SHA Executive Director  
Joe Spindler, President of the Tenant's Association  
Cynthia Tennant, Commissioner  
David Grishman, Town of Swampscott Liaison

Absent

Sean Regan

October meeting minutes approval- Catherine's name is misspelled. Also on the 2<sup>nd</sup> page #2 \$75 regarding training costs, an (hour) is missing. Cynthia made motion to accept with corrections. Charlie seconded.

Ayes

Cynthia  
Charlie  
Catherine  
Paul

Nays

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Minutes for December- Catherine name misspelled. Kevin will redact the 8 billion request from the State recorded in the meeting minutes. Motion by Paul to accept meeting with corrections, Cynthia seconded. All in favor.

Ayes

Cynthia  
Charlie  
Catherine  
Paul

Nays

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Bills & Communications-motion by Cynthia to approve bill, Charlie seconded.

Ayes

Cynthia  
Charlie  
Catherine  
Paul

Nays

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Executive Director's Report-great holiday season. Hosted a Christmas party for families. Will readdress how to connect Kelly with Duncan.

Working on Rapid turnaround of units. 2 units became available as of 1/16/24. Operating at about 40%. Getting into a better cash flow than we were before.

Referred to packet-CHAMP 30,000 individuals or families have signed up for Swampscott housing, 14,000 are families. 5670 handicapped. **How many units are elderly?** We have 7 MRVP's. With new housing bill we will be able to pick up some new housing vouchers.

Catherine asked Kevin-brand new porches have cracks in the post and they aren't square. Did Kevin talk to engineer about that project? Where is the project management for the project and where does the bottom line fall? Kevin will try to address the project with the storm doors. Will bring it out to bid. \$120,000 for handicapped ramp.

Old Business-Catherine-

Bylaws and personnel policy updates- Sean provided Catherine an update. He talked to Driscoll law firm. We are dealing with Johnathan Driscoll 6-8 hours of work at **EOHLC** rate (standard rate). The law firm is currently doing a review and then will provide suggestions to Sean and then at the end of that, will provide recommendations and a draft, with room for further discussion and comments.

Everyone should have received an email regarding board training, but Catherine received the link to register for the training but it's not working. Catherine will contact someone this week to inform that the link is not working.

New business-each board member given an opportunity to discuss priorities and goals for the year.

Cynthia-generator and defibrillator that has been requested

Paul Green-security of residents. There are unfamiliar cars coming on the property and he's concerned about what is happening. We need cameras to be installed. Add Wi-Fi to laundry room at Doherty. Lock the doors at night in laundry room. Create a policy about use of laundry room.

Charlie-macro, ongoing collaboration and project development for mixed income housing Maintenance issues. We need to change things from the top down.

Unique opportunity to work with the town because they want to work with us.

Lally's garage wants to work with SHA.

Start conversation with Sean Fitzgerald and town selectman.

Create a blend of housing here together with the Town.

David will put best foot forward to help make this succeed.

How do we engage **David Hedison** from Chelmsford?

Sean's priorities as reported to and by Catherine-continued improvement of board's effectiveness and efficiency.

Catherine will work on the minutes and getting them to the town to post on their website. Catherine's term ends in April and she isn't running again. There will be an open seat on the board. April 1<sup>st</sup> will be Catherine's last meeting.

Tenant association report-Joe Spindler

No updates currently.

Kevin-Starting annual inspections with Doherty. Joe Spindler will attend the inspections.

Motion to adjourn-Charlie. Catherine seconded.

Ayes

Cynthia

Charlie

Catherine

Paul

Nays

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Meeting adjourned at 6:34pm.