

Monthly Board Meeting – Swampscott Housing Authority
6 Duncan Terrace
Swampscott, MA 01907

March 12, 2024

Received by Town Clerk
April 18, 2024 11:23am

Meeting called to order at 5:33PM by Catherine Esteverena

Present

Catherine Esteverena
Kevin Johnson, SHA Executive Director
Charlie Patsios, Vice-Chair
Sean Regan
Joe Spindler, President of the Tenant's Association

Absent

Paul Green, Treasurer

Via Zoom

Tom Driscoll, Swampscott Contributory Retirement System
Cynthia Tennant, Commissioner

January meeting minutes approval-Cynthia made motion to accept the meeting minutes. Sean seconded. Minutes will now be posted online.

Ayes

Catherine Esteverena
Charlie Patsios
Sean Regan
Cynthia Tennant

Nays

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Bills & Communications-Cynthia made a motion to approve bills. Sean seconded. Catherine wants to see a register.

Ayes

Catherine Esteverena
Charlie Patsios
Sean Regan
Cynthia Tennant

Nays

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Kevin - Champ has approximately 20,000 families on the waitlist.
Public Housing has approximately 14,000+.

SHA is experiencing a lot of unit turnover. There are currently 5 empty units and 2 units ready to be rented. 2 more units will become available by the end of the month.

Cynthia requested a written commendation on record for how quickly Kevin has turned around units.

Annual inspections starting tomorrow at Doherty. Inspections haven't been conducted in approximately 4 years. Kevin's goal is to have every unit inspected by the end of the fiscal year.

The state gives 14 days to fix any identified problems an inspection reveals.

Reserves are holding at 41%.

Old Business- Sean Regan-Bylaws and Personnel Policy are not in as bad a shape as previously thought. Sean plans to have a redline version draft for the board to review before next board meeting. The draft will be reviewed at the next board meeting, to vote on at the following month's meeting.

Catherine will contact the other attorney regarding policies and procedures.

Board member training is now due by April 15th.

Need to keep PHN's in a binder. The Executive Director is supposed to bring a copy of the PHN to the board meeting.

New Business-Tom Driscoll

Swampscott Contributory Retirement System hasn't received a check from SHA since January. Tom is asking the board to be aware of the issues and help to figure things out.

Kevin requested approval to use wage match, which would help to reduce income fraud by tenants. Charlie made a motion to approve Kevin's use of wage match. Sean seconded.

Ayes

Nays

Catherine Esteeverena
Charlie Patsios
Sean Regan
Cynthia Tennant

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Kevin requested approval to improve the rent collection policy. Currently there is a \$25 late rent fee. Sean motioned to approve Kevin improving the rent collection policy. Charlie seconded.

Ayes

Nays

Catherine Esteeverena
Charlie Patsios
Sean Regan
Cynthia Tennant

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Storm door project - should take about 8 weeks to complete. Charlie doesn't think SHA should use an architect for the storm doors project. He recommends using local vendors who can do just as good a job and cost significantly less. Sean made a motion to approve the storm door project. Cynthia seconded.

Ayes

Nays

Catherine Esteeverena
Charlie Patsios
Sean Regan

0

Cynthia Tennant

Kitchen & bathroom project – Cynthia made a motion to proceed with updating kitchens and bathrooms. Charlie seconded.

<u>Ayes</u>	<u>Nays</u>
Catherine Esteeverena	0
Charlie Patsios	
Sean Regan	
Cynthia Tennant	

PMR 2023 (State evaluation) - A number of deficiencies were identified with the most deficiencies found in:

1. Unit inspections
2. Rent collections

Kevin acquired an RSC grant and will use some of the money to increase the RSC's pay rate.

Kevin acquired waivers on the main office and laundry rooms at 6 and 25 Duncan and 25 Alpha.

Waivers project on main office and laundry - Cynthia Tennant made a motion to proceed with the waivers for 6 and 25 Duncan and 25 Alpha buildings. Catherine Esteeverena second the motion

<u>Ayes</u>	<u>Nays</u>
Cynthia Tennant	
Catherine Esteeverena	0
Sean Regan	

Catherine Esteeverena second the motion

Tenant Association Report-Joe Spindler

Tenants are requesting that employees have identification so that residents can know who they are. Tenants are reporting being concerned about strangers being on the property.

Catherine requested that the meeting be adjourned. Cynthia made a motion to adjourn the meeting. Sean seconded.

<u>Ayes</u>	<u>Nays</u>
Catherine Esteeverena	0
Charlie Patsios	
Sean Regan	
Cynthia Tennant	

Meeting adjourned at 6:42PM.

