

John A. Boris, Chairman  
Frank J. Milo, Vice Chairman  
Maureen Call, Treasurer  
Kimberley Driscoll  
Claudia F. Chuber

Carol A. MacGown, Executive Director

**MINUTES FOR THE  
REGULAR MEETING  
WEDNESDAY, JANUARY 9, 2019  
6:00 p.m.**

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**I. Called Meeting to Order at 6:00 p.m.**

**II. Roll Call**

Present

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Absent

(Vacant Seat)

Also Present: Debra A. Tucker, Acting Executive Director, Carol A. MacGown and  
Anne M. Cameron

**III. Minutes of Previous Meeting(s)**

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday,  
December 12, 2018. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

4

Nays

0

**IV. Communications**

- January 2019 Mass NAHRO Newsletter
- Waitlist

**V. Reports of the Committees**

There were no reports of the Committees.

**VI. Report of the Executive Director**

Debra Tucker, Acting Executive Director advised the Board of the following:



- The SHA Budget for FYE 9/30/19 has been submitted and approved by DHCD. The Budget will be implemented retroactive to October 1, 2018.
- Effective January 1, 2019, Debra Tucker has begun her position as Acting Executive Director. Carol has been training her and it is going well.
- CHAMP the state public housing portal for applications has been implemented and is now live.
- The SHA is re-advertising for the receptionist position as the SHA was unsuccessful in finding a qualified applicant.
- The modernization projects that were put on hold due to the holidays have been restarted. Those projects are the window and tub surround replacement at Congress Street and the flooring and painting at various developments.

Kimberley Driscoll asked Debra Tucker how the Federal Government's shut down will impact the Authority. Debra replied that the Authority is unclear as of this date but has received January 2019 funding and is promised February 2019 funding. The Authority has no information beyond that date.

## VII. Unfinished Business

There was no unfinished business.

## VIII. Recommendations of the Chairman

- Search Committee
- Leo P. Dauwer, Management Consultant – Work Plan and Scope of Work

John A. Boris, Chairman requested the hiring of Leo P. Dauwer Management Consultant for services to assist in the search for a new Executive Director.

Frank J. Milo moved to authorize Chairman John A. Boris to execute the Work Plan and Scope of Work between Leo Dauwer, Management Consultant and Salem Housing Authority regarding services to conduct a comprehensive Executive search. Kimberley Driscoll seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call  
Frank J. Milo

Nays

Kimberley Driscoll  
John A. Boris

Kimberley Driscoll moved to hire Leo P. Dauwer Management Consultant to assist in the search for the new Executive Director of the Salem Housing Authority and to authorize that John A. Boris, Chairman, execute the scope of work as presented at a contract price of \$3,750.00. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Kimberley Driscoll moved to form a Selection Committee for the purpose of hiring the new Executive Director of the Salem Housing Authority. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

The Board of Directors entered into lengthy discussion regarding appointing voting and non-voting members to the Selection Committee. Ms. Driscoll stated that she wanted to be thoughtful in who was appointed to the Selection Committee as a search for an executive director has not been conducted in approximately 40 years. She said that she wants to hear input from the tenants/residents and what they would like to see in an Executive Director. She also stated that she did not think it appropriate for Carol MacGown, former Executive Director to serve on the Selection Committee. After discussion, it was concluded that the Board table the matter relative to appointing voting and non-voting members to the Selection Committee. The Chairman said that he would conduct a Special Meeting wherein the Board would have a conference with Leo Dauwer, Consultant to discuss the logistics of his work plan and scope of work and the procedure he will follow and to discuss the Search Committee for Executive Director.

Frank J. Milo moved to table the matter of appointing voting and non-voting members to the Section Committee for the purpose of hiring the new Executive Director of the Salem Housing Authority. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

**IX. Report of the Treasurer**

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period December 5, 2018 through January 5, 2019 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for one (1) month ending October 31, 2018. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Nays

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for two (2) months ending November 30, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Nays

**X. New Business**

Barton Square Condominium and the 288 Essex Street Condominium, Trustee Appointments

Debra Tucker, Acting Executive Director informed the Board that Carol MacGown's position as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium will be expiring on January 28, 2019. Since Carol MacGown has retired as of December 31, 2018, Debra requested that the Board appoint her as Trustee of the Barton Square Condominium and the 288 Essex Street Condominium for a 3 Year Term in place of Carol A. MacGown. Frank Milo asked if this could be amended at anytime and Debra answered "yes".

Maureen Call moved to appoint Debra A. Tucker as a trustee to represent the Salem Housing Authority for 288 Essex Street Condominium Trust for a term of three years commencing January 28, 2019 and expiring on January 27, 2022 in accordance with the 288 Essex Street Condominium Trust dated the 5<sup>th</sup> day of January 1982, Article III, Section 3.2. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

Maureen Call moved to appoint Debra A. Tucker as a trustee to represent the Salem Housing Authority for Barton Square Condominium Trust for a term of three years commencing January 28, 2019 and expiring on January 27, 2022 in accordance with the Barton Square Condominium Trust Agreement dated the 5<sup>th</sup> day of January 1982, Article III, Section 3.2. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

#### Pre-2004 Section 8 Reserve Money

On August 8, 2012 the Board of Directors authorized Carol A. MacGown to spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Debra Tucker, Acting Executive Director requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

Maureen Call moved to authorize Debra Tucker to restore the Five Thousand (\$5,000.00) Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Cell Phone Access

In accordance with Budget Guidelines the Acting Director requested that the Board Approve certain administrative and maintenance employees for cell phone access. Please see attached list.

Maureen Call moved to approve certain administrative and maintenance employees for cell phone access as per the attached list. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

Appointment of Contract Officer and Alternate Contract Officer for all Modernization Projects for the Salem Housing Authority

Maureen Call moved to appoint Debra A. Tucker, Acting Executive Director as the Contract Officer and Frank J. Milo as the Alternate Contract Officer for all modernization Projects for the Salem Housing Authority. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes  
4

Nays  
0

**XI. Other Business/Late Communications**

Calvin Young, President of the Charter Street Tenant Association, 27 Charter Street, Apartment 307 commented as follows:

Mr. Young thanked the SHA for sending copies of the annual budget and auditors report. He also thanked the SHA for including the cost of handicapped accessible doors in the SHA 2019-2020 budget. He stated that the gates to the parking lot and sliding door at entrance were not included in this years' budget. The sliding door will be requested in next years' budget. He said that the program committee will investigate the impact of digital waves of the antennas on the roof. The CSTA submitted a grant application from the Haymarket People's fund to organize 2-3 developments based upon the model used by the CSTA. The CSTA joined the Community Health Network Area. The Executive Committee requested the SHA address the 17 units that have water damage as well as a potential for mold and mildew. Apartment 202 has been investigated and a work order issued. Apartments 209 and 210 should contact maintenance to address water issues. CSTA intends to pursue walk-in-tubs in fiscal years 2019-20 to be included in CIP for health and safety issues of the elderly. Selecting the next tenant representative who will serve on Board will be made in December. The CSTA will present a Memorandum of Understanding between CSTA and SHA to document a relationship between CSTA and the SHA.

Ms. Burke apologized for her agitation as last months meeting. How will the SHA remediate the roach and mice problem. The SHA needs to be transparent about this issue. Would you please advise the tenants 2 weeks in advance of extermination. When will the vacancy on the Board be filled? Ms. Burke asked Maureen Call if she was the Tenant Representative on the Board. Ms. Call said "yes" There is an issue with a tenant who seems to be crying (wailing) frequently. Also, there seems to be a problem with seniors having fires in apartments.

Lindsey Morsello, Salem, MA commented as follows:

Have minutes been posted to Website? Mr. Boris, Chairman said he will look into it.

Billie McGregor, 205 Bridge Street commented as follows:

Could the Board look into having the monthly meetings taped? Mr. Boris, Chairman said he would take it under consideration.

## XII. Adjournment

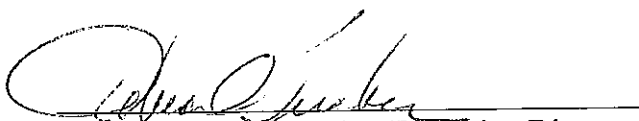
Maureen Call moved that the Board convene into Executive Session at 6:38 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

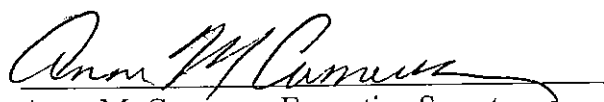
Ayes

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
John A. Boris

Nays

Respectfully Submitted,

  
Debra A. Tucker, Acting Executive Director

  
Anne M. Cameron, Executive Secretary



John A. Boris, Chairman  
Frank J. Milo, Vice Chairman  
Maureen Call, Treasurer  
Kimberley Driscoll  
Claudia F. Chuber

Carol A. MacGown, Executive Director

**MINUTES OF THE  
SPECIAL MEETING  
WEDNESDAY, JANUARY 30, 2019  
5:00 p.m.**

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**I. Called Meeting to Order at 5:00 p.m.**

**II. Roll Call**

Present

John A. Boris

Absent

Maureen Call  
Frank J. Milo  
Kimberley Driscoll  
(Vacant Seat)

Also Present: Carol MacGown and Anne Cameron

John A. Boris, Chair declared that there was not a quorum present and therefore the meeting was cancelled.

**III. Unfinished Business**

- Search Committee

**IV. Other Business/Late Communications**

**V. Adjournment**

( ) moves that the Board adjourn the Special Meeting of January 30, 2019 at p.m.

( ) seconds the motion and the vote is as follows:

Ayes

Nays

Respectfully Submitted,

Carol A. MacGown

Anne M. Cameron, Executive Secretary

