



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, NOVEMBER 28, 2018  
6:00 p.m.**

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**I. Called Meeting to Order at 6:02 p.m.**

**II. Roll Call**

Present

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Absent

Kimberley Driscoll

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Also Present: Carol A. MacGown, Anne Cameron and Richard Fenton, CPA

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

Claudia F. Chuber moved to accept the Minutes of the Regular Meeting held on Wednesday, October 10, 2018. Maureen Call seconded the motion and the vote was as follows:

Ayes

4

Nays

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**IV. Communications**

- November 2018 Mass NAHRO Newsletter

**V. Reports of the Committees**

**VI. Report of the Executive Director**

There was no report of the Executive Director.

**VII. Unfinished Business**



There was no unfinished business.

### VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

### IX. Report of the Treasurer

#### Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period October 3, 2018 through November 8, 2018 as presented. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

#### Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
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 twelve (12) months ending September 30, 2018. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

#### Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

#### Nays

### X. New Business

#### Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2019. Mr. Fenton answered all questions of the Board. See attached Budget Narrative.

Maureen Call moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2019. Frank J. Milo seconds the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Maureen Call moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2019. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Accounting Services Contracts

The Executive Director presented the contracts for accounting services to the Board.

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **state programs** for the period October 1, 2018 through September 30, 2019 and authorize Chairman John A. Boris to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote is as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Maureen Call moved to approve the contract for Accounting Services between the Salem Housing Authority and Fenton, Ewald & Associates, P.C. for **federal programs** for the period October 1, 2018 through September 30, 2019 and authorize Chairman John A. Boris to execute said contract. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Legal Services Agreements

The Director presented the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2018 through September 30, 2019.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and the Law Office of Casey & Lundregan, P.C. for the period October 1, 2018 through September 30, 2019 for an amount not to exceed \$70,000.00 at an hourly rate of \$160.00 and authorize Chairman John A. Boris to execute said agreement. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

The Director presented the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period October 1, 2018 through September 30, 2019.

Maureen Call moved to approve the Agreement for Legal Services between the Salem Housing Authority and Tinti, Quinn, Grover & Frey, P.C. for the period October 1, 2018 through September 30, 2019 for an amount not to exceed \$20,000.00 at an hourly rate of \$200.00 and authorize Chairman John A. Boris to execute said agreement. Claudia F. Chuber seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements (FYE 9/30/18) for Programs 4001 and MRVP

Carol A. MacGown presented the Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements (FYE 9/30/18) for Programs 4001 and MRVP and requested signatures for same.

Maureen Call moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/18) and Year End Financial Statements for Fiscal Year Ending 9/30/18 for Programs

Programs 4001 and MRVP. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Fiscal Year End 9/30/2018 Certification of Top 5 Compensation Form

Carol A. MacGown submitted the Top 5 Compensation Form to DHCD together with said Certifications as per DHCD's Guidelines.

Maureen Call moved to certify and execute Fiscal Year End 9/30/2018 Top 5 Compensation Form as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Claudia F. Chuber seconded the motion and the vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws,

The Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Maureen Call moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Carol A. MacGown for the Salem Housing Authority to be submitted with year end documentation. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call  
Frank J. Milo  
Claudia F. Chuber  
John A. Boris

Nays

Procurement Policy

The Director presented and discussed the revisions made to the Procurement Policy.

Maureen Call moved to approve the Procurement Policy as presented. Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
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Nays  
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Section 8 Management Assessment Plan (SEMAP)

The Director presented and discussed the Section 8 Management Assessment Plan (SEMAP) to the Board.

Maureen Call moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Carol A. MacGown to submit said report to the Department of Housing and Urban Development (HUD). Frank J. Milo seconded the motion and the vote was as follows:

Ayes  
4

Nays  
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Admissions and Continued Occupancy Plan (ACOP)

The Director presented and discussed the revisions made to the Admissions and Continued Occupancy Plan.

Maureen Call moved to approve the Admissions and Continued Occupancy Plan (ACOP) as presented. Claudia F. Chuber seconded the motion and the vote was as follows:

Ayes  
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Nays  
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Wage Match Guidelines

The Director presented and discussed the Wage Match Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2018-05.

Maureen Call moved to approve the Wage Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2018-05 and to authorize Carol A. MacGown, Executive Director and John A. Boris, Chairman, execute the same. Claudia Chuber seconded the motion and the vote was as follows:

Ayes  
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Nays  
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The Director also presented the Wage Match Guidelines as amended.

Frank J. Milo moved to approve the Wage Match Guidelines as presented. Claudia F. Chuber seconded the motion and the vote was as follows:

Ayes  
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Nays  
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#### XI. Other Business/Late Communications

The Chairman opened the discussion up to the attendees.

Calvin Young, 27 Charter Street, Unit 307, Salem, MA requested to have a copy of the SHA Budget and said that he would schedule a meeting with the Executive Director.

Inar Ragnar, 28 Leefort Terrace, Salem, MA apologized to the Board for his absence at the last few minutes as he was ill.

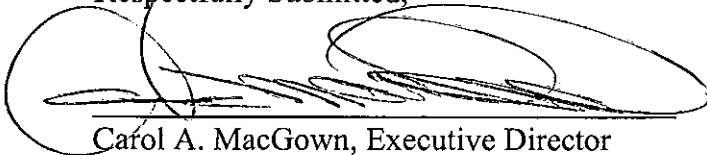
#### XII. Adjournment

Frank J. Milo moved that the Board adjourn the Special Meeting of November 28, 2018 at 6:55 p.m. Claudia F. Chuber seconded the motion and the vote was as follows:


Ayes  
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Nays  
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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary